



## **Bilingual Recovery Coordinator 2024 Job Description**

### **Scope and Position Responsibilities**

The Bilingual Recovery Coordinator collaborates with the Manager of Recovery Programs to expand recovery services for Spanish-speaking individuals, offering recovery groups and equitable resources. This role involves providing community referrals and supporting individuals facing immediate challenges or threats to stability.

**Department:** Spiritual Development

Supervisor: Manager of Recovery Programs

Direct Reports: 0

Indirect Reports: 0

### **Major Areas of Responsibility**

- Facilitate recovery-focused groups during PD at all CrossPurpose locations.
- Set up, tear down, and clean rooms to prepare for recovery groups, ensuring shared spaces are respected and ready for use.
- Develop and organize content for recovery group facilitation, ensuring sessions are engaging and effective.
- Actively follow up with individuals who have expressed interest in PD Recovery and LiveDifferent Recovery, maintaining ongoing communication and support.
- Serve as a community connector by providing referrals, advocating for graduates, and assisting them in accessing resources, programs, or services they need.
- Expand, manage, and maintain resource data using Google Suites and Behave Health Platform, including resources for housing, government services, transportation, relief, mental health, and spiritual development.
- Curate and promote internal and external recovery group content, including schedules, and post updates in Google Classroom or on social media outlets.
- Create and distribute the monthly recovery newsletter to keep participants informed and engaged.
- Manages PD Recovery Schedule for Recovery Groups/Workshops
- Complete necessary training and certifications to facilitate recovery groups and become a certified Colorado Peer & Family Specialist.
- Develop Spanish-language groups and workshops to provide ongoing support during LiveDifferent Recovery's Friday night programming.
- Perform additional tasks as assigned to support the recovery program's goals and operations.

### **Qualifications**

- Motivated to become a certified Colorado Peer and Family Specialist (CPFS)
- Fluent in both English and Spanish
- Experience in group facilitation is a plus

- Progressed in personal recovery from substance use, trauma, homelessness, and/or mental health challenges
- Willing and able to share personal experiences to inspire and motivate others
- Familiar with collaborating with community resources and managing referral processes
- Strong sense of ethical conduct and professionalism
- Builds trust and relationships quickly with diverse individuals
- Strong interpersonal, written, and oral communication skills; able to connect with diverse audiences
- Excellent time management and prioritization skills
- Highly organized with strong attention to detail, initiative, and follow-through
- Proven ability to inspire others and solve complex issues
- Coachable and able to work well within a team environment

**Hours, Compensation, and Benefits**

- **Hours:** 40 hours/week, 1 Friday evening/month, and other evenings/weekends as scheduled. Travel required.
- **Compensation:** \$55,000-\$66,000/year
- **Vacation:** 15 days per year, plus the office is closed Christmas Day - New Year's Day and staff have limited duties
- **Sick Days:** 6 days per year
- **Insurance Benefits:** Health, dental, vision, worker's compensation, unemployment, short-term disability, long-term disability

Benefits are discussed in more detail in our Employee Handbook

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Employee

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Date