



Recovery Advocate Job Description

Title: Recovery Advocate
Employer: Dove House Advocacy Services
Supervisor: Recovery Café Program Manager

General Summary:

This position will provide recovery support services, crisis intervention, and advocacy to people recovering from addiction, homelessness, and mental illness.

Responsibilities and Duties:

Provide Recovery Café program direct services, including floor coverage and operations, New Member orientations, Recovery Circles, classes in the School for Recovery, volunteer activities, and events.

Foster healthy relationships with Members, Community Volunteers, and guests at Recovery Café.

Be knowledgeable of housing resources and other supportive services necessary to provide stability for maintaining housing.

Make appropriate referrals to local partner agencies and social service providers.

Use Motivational Interviewing practices to assist people experiencing homelessness and other recovery challenges to progress through stages of change.

Assist Members in creating and following Recovery Action Plans to help achieve their goals

Role model healthy boundaries and values both inside Recovery Café and in the community.

Attend staff meetings and trainings, perform other duties as assigned by the Executive Director.

Participate actively with the management team.

Tracks Member outcomes using AGENCY data tracking system for Recovery Café.

Qualifications:

1. Bachelors' degree or higher with focus on social services, counseling, psychology, mental health, and/or recovery issues preferred. Relevant work or lived experience may substitute.

2. Minimum of one year of experience providing direct services to marginalized populations, particularly people in recovery from addiction, mental illness, and homelessness.
3. Ability to lift 30 to 50 pounds.
4. Strong interpersonal communication skills; ability to serve as a motivator, conflict resolver, and “de-escalator” for Staff, Community Volunteers, and Members
5. Ability to accurately represent Recovery Café program to other agencies both orally and in writing
6. Ability to work amicably on a diverse staff team with flexibility, creativity, and enthusiasm.
7. Openness to supporting all pathways to recovery and embody an empowerment approach to advocacy.
8. Proficiency in basic computer skills sufficient to communicate effectively with staff and other agencies using Microsoft Word, Excel, and email-Outlook.
9. Strong organizational skills.
10. Personal understanding of the recovery journey (not necessarily in recovery from substances themselves).
11. Ability to embody principles of recovery in daily interactions.
12. Strong desire to support adults who are on the recovery journey
13. Capacity to be loving and to establish and maintain appropriate boundaries with Recovery Café patrons who at times may be very challenging.
14. Knowledge of family and child development and the impact of trauma on a family’s and/or child’s development process.
15. Skills in counseling adults recovering from addiction, mental illness, and homelessness.
16. Knowledge of community resources including mutual aid recovery groups, legal, education, housing, medical, mental health, addiction treatment, child welfare, and other social services.
17. General understanding of employment laws and practices per state and federal law.