



**Department: Treatment Centers & Mission Advancement – On-Campus Required**  
**Reports To: Clinical Director/Mission Advancement Director**

**POSITION SUMMARY:**

Facilitate client & alumni engagement in the formation of a Guest House “Community of Recovery”. Host a variety of 12-Step meetings, and social & educational events. Typical schedule: Tue – Sat, 12noon – 9pm.

**POSITION RESPONSIBILITIES:**

- Promote 12-Step meetings to clients & alumni
- Monthly Lecture with Continuing Care and Alumni Relations to promote Recovery Community
- Have 12-Step meeting resources available for clients (books, pamphlets, etc.)
- Set up Zoom meetings
- Gather readings for opening meetings (Preamble, How It Works, Promises, other appropriate readings) and empower clients to read
- Keep track of meeting openers (a client signs up to open a specific meeting for one month)
- Know where to direct clients who ask for more resources (specific websites)
- Answer questions about how 12-Step meetings are run (opening, closing, etc.)
- Track attendance and communicate attendance with clinical staff
- Initiate additional 12-Step meetings as needed
- Empower clients to open and run meetings
- Inventory of monthly and 1 year coins
- Track client’s sobriety date to be able to present monthly coins at the beginning of meetings
- Facilitate open talks over Zoom once a month or every other month (someone with substantial recovery shares their experience, strength and hope)

**PARTNER WITH ALUMNI RELATIONS**

- *Virtual Coffees* with Medical, Treatment, and Spiritual teams – latest trends, treatments, didactics, etc.
- Host periodic Wellness & Life Skills Workshops
- Available for, and participate in:
  - Social events
  - Retreats & reunions
  - Community service opportunities
  - Promotion of an ongoing connection of awareness, education and advocacy
  - Webinar Series – Alumni – Life In Recovery, Ministry-Now, Spiritual Insights, etc.
  - Promote: Retreats/Reunions – Webinars – Special Events/Socials – Guest House Homecoming (Celebrate oldest living alumni (Women and Men) – Alumni Clubs (Virtual/In-Person events, educational programs, etc.).

GUEST HOUSE, INC. – JOB DESCRIPTION  
**Recovery Community Coordinator**

**QUALIFICATIONS:**

- A friendly, welcoming and engaging person
- Must have excellent communication and organizational skills; ability to handle multiple projects, detail oriented and ability to establish priorities and meet deadlines
- Have attended or currently attending any 12-Step program
- Strong familiarity and understanding of the purposes of following 12-Step programs:
  - Alcoholics Anonymous (AA)
  - Narcotics Anonymous (NA)
  - Overeaters Anonymous (OA)
  - Adult Children of Alcoholics (ACA)
  - Clutterers Anonymous (CLA)
  - Gamblers Anonymous (GA), etc.
- Must demonstrate a sensitivity of Roman Catholic culture and the unique challenges faced by clergy & religious women and men. Must refrain from controversial commentary on ideological differences within the Church. Must also refrain from engaging in controversial commentary concerning Church hierarchy/leadership
- Experience and expertise in MS Office, internet, video communications and web-based applications
- Must be able to handle sensitive, confidential information with discretion and to interact professionally and comfortably with clients, alumni, other meeting participants and staff
- Must be able to follow confidentiality and HIPPA directives
- Ability to work independently and be self-directed as well as ability to work collaboratively within a team environment
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics and dedication to the Mission of Guest House

**COMPETENCIES:**

- **Communication Skills** – Understands that the most important aspect of communication is the act of listening and actively works to improve those skills
- **Organization** – Determines the appropriate allocation of time. Effectively manages the workspace (clean, organized). Balances conflicting priorities in order to manage workflow, ensures the completion of essential projects and meets critical deadlines
- **Client Services** – Interacts professionally with clients and associates. Promptly responds to requests with accuracy and courteous demeanor
- **Team Player** – Works as a competent member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals
- **Judgment** – Exhibits sound judgment and the ability to make reasonable decisions in the absence of direction. Swiftly refers problems/issues to the appropriate person(s) when necessary

**EDUCATION:**

- Preference will be given to candidates holding a certificate and/or degree in information technology or related fields
- Preference will also be given to candidates holding a certificate and/or degree in addiction studies or related fields.