**Wellness Coordinator Job Description**

**Position Summary:**

The Wellness Coordinator is an essential leader of the Pathways to Recovery team and provides outreach services, wellness coordination, and connections to treatment to clients with Opioid Use Disorder (OUD) and Stimulant Use Disorder (SUD). The Wellness Coordinator will also provide education to clients and the community. This position also serves as the supervisor of two peer recovery specialists and an administrative assistant.

**Essential Duties & Responsibilities:**Note: Duties and responsibilities are not all inclusive and may change at any time, with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Serves as a consumer advocate, providing consumer information and peer support for clients in outpatient and inpatient settings.

Performs a wide range of tasks to assist program participants of all ages in regaining independence within the community and mastery over their own recovery process.

Distributes recovery resources such as booklets, tapes, pamphlets and other written materials in the provision of services to connect individuals with OUD/SUD with the appropriate treatment program, based upon client choice.

Works closely with law enforcement, hospital, treatment, primary care, and emergency service personnel to identify individuals with OUD.

Meeting individuals where they are at, the Wellness Coordinator will educate individuals with OUD/SUD on available options, help coordinate their care, and answer questions in conjunction with the Peer Recovery Specialist.

Provides case management, connection to income and benefits, housing stability counseling, employment counseling, recovery coaching, etc to holistically address barriers to obtaining and maintaining sobriety.

Provides community education on treatment, harm reduction, etc. or coordinates other providers and coalition members providing education.

Connects individuals to appropriate treatment and supports them through care coordination as they transition across settings.

Coordinates transportation to treatment activities, including the volunteer driver program.

Coordinates regular wellness group activities.

Ensure compliance with all applicable regulatory agencies and federal, state, and local laws.

Assists fiscal and personnel management in conjunction with the human resources and fiscal department.

Ensure all grant record keeping and recording requirements are met.

Plan and coordinate education and awareness events, media campaigns, and community/family/provider outreach

Secure local in-kind and cash donations.

Assists with grant applications and budget development.

Assists with CARF and Ohio MHAS accreditation activities.

Supervises Peer Recovery Specialists and volunteers

Performs other related duties.

**Qualifications, education, and/or experience:**  
The following qualifications represent the training education, certifications, licensures, and/or work experience required to perform the essential duties and responsibilities successfully.

**Education:** Minimum of Bachelor’s Degree, but preferred Master’s degree in Education, Social Services, Counseling or closely related field.

**Experience:** Must have at least 3-5 years of experience in the field of prevention and/or recovery.

**Additional Requirements:**

* U.S. Citizen
* Valid driver’s license, reliable transportation, and insurance
* 18 years of age or older
* Ability to pass BCI/FBI Criminal Record Check
* Ability to pass a Sex Offender Registry Check
* Ability to pass the Child Abuse and Neglect State Registry Check

**Certificates, Licenses, Credentials:** Must have Peer Support Supervisor Certification or ability to obtain quickly. Must be a clinician with one of the following licenses: Social Worker, Licensed Professional Counselor, Chemical Dependency Counselor II or III, Clinical Counselor, Marital and Family Therapist, Psychologist or Psychiatrist. The full list of requirements for training may be found at <https://mha.ohio.gov/Health-Professionals/About-Mental-Health-and-Addiction-Treatment/Peer-Support/Peer-Supporter-Certification-and-Recertification-Process#2268566-supervising-peer-recovery-supporters>.