



Why CARE: Our mission is to strengthen resiliency in people and their communities through prevention, education, and services that improve the quality of life. To learn more about CARE's programs and services, and employment opportunities, please visit our website www.careofsem.com.

Employment Perks:

- Work Life Balance
- 10 Paid Annual Holidays
- We Value Lived Experience: Special Consideration During The Application Process
- 37.50 Hour Work Week
- Competitive Benefits
- Relaxed Dress Code
- Flexible Work Hours (approval required)

Peer Volunteer Coordinator

(Hourly pay rate: \$15.00)

Minimum Qualifications:

- High school diploma or graduate equivalent degree required.
- Must be in long term recovery from a substance use disorder.
- Preferred certificate of completion: from Connecticut Community for Addiction Recovery (CCAR) Recovery Coach Academy.
- One year of peer coaching or related experience preferred.
- Must possess active status in certification by either:
 - Certified Peer Recovery Coach and/or Certified Peer Recovery Mentor (CPRM); or
 - be on a CARE development plan to obtain a CPRM
- Working knowledge of Outlook, Microsoft Word, Excel, Publisher and PowerPoint; Internet proficiency.

Duties and Responsibilities:

- Works closely and effectively with the Program Supervisor to ensure recovery center is meeting the needs of the community; supporting the recovery community; and maintaining best practice standards.
- Responsible for recruiting and training volunteers to work at the recovery center.
- Execute general office duties as they relate to the daily operations of the project and department, including but not limited to: data entry, copying, and filing, faxing, and responding to requests for information.
- Provides daily telephonic support for the recovery center.
- Performs quality administrative tasks within deadlines with or without direct supervision.
- Interact professionally with other employees, persons served, and suppliers.
- Work as an effective and engaged member of the team and contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintains health and safety protocols for the recovery center.
- Ability to adjust hours of work based on the community needs, including evening and weekends.

** If you are unsure if you qualify please call to inquire 586-541-2273