

**Job Description: Lead Recovery Coach I**

Organization: Peer Recovery Services

Location: Manteca & Tracy, CA

Reports To: Chief Operating Officer

**About Peer Recovery Services**

Peer Recovery Services is a nonprofit organization dedicated to supporting individuals and families with behavioral health challenges. San Joaquin County Behavioral Services (SJCBS) sponsors our programs with funding from the Behavioral Health Services Act. We value lived experiences, empathy, and resilience in our approach to advocacy and support.

**Position Summary**

The Lead Recovery Coach I oversees Peer Recovery Coaches at the Manteca Wellness Center, ensuring high-quality, person-centered services are delivered. This role emphasizes mentorship, team leadership, and operational oversight while fostering a supportive recovery environment aligned with the principles of mental health advocacy.

**Key Responsibilities****Team Leadership and Supervision**

- Oversee daily operations of Peer Recovery Coaches at the Manteca Wellness Center.
- Provide mentorship, guidance, and professional development opportunities for team members.
- Conduct regular team meetings to review progress, address challenges, and set goals.

**Quality Assurance**

- Monitor service delivery to ensure adherence to organizational guidelines and best practices.
- Implement feedback mechanisms to continuously improve service quality.
- Conflict Resolution and Collaboration.
- Address and resolve conflicts within the team effectively.
- Collaborate with other Lead Recovery Coaches to align services across centers.

**Program Development and Evaluation**

- Assist in planning and implementing recovery programs tailored to community needs.

- Participate in hiring, training, and evaluating Peer Recovery Coaches.

### **Administrative Duties**

- Maintain accurate records of team activities and program outcomes in compliance with contractual obligations under the Behavioral Health Services (BHS) agreement.
- Ensure compliance with all policies regarding confidentiality, ethics, and professional boundaries as outlined by the Mental Health Services Act and BHS contract requirements.

### **Qualifications**

#### **Required Experience & Skills**

- Lived experience as a mental health consumer or family member of a consumer (as required by the Behavioral Health Services Act).
- Previous experience as a Peer Recovery Coach or similar role in mental health services.
- Proven ability to lead teams effectively while fostering a collaborative environment.

#### **Knowledge & Competencies**

- Strong understanding of mental health recovery principles and practices.
- Excellent problem-solving skills with resilience in challenging situations.
- Proficiency in Microsoft Office tools (Word, Excel, Outlook).

#### **Education**

- High school diploma or equivalent required; additional qualifications in mental health or social work preferred (e.g., Associate degree).
- Medi-Cal Peer Support Specialist certification within 6 months of hire.

#### **Personal Attributes**

- Empathy, compassion, and a non-judgmental attitude toward individuals in recovery.
- Strong interpersonal communication skills to connect with diverse populations effectively.

#### **Equal Opportunity Statement**

Peer Recovery Services is committed to fostering an inclusive workplace that values diversity across all dimensions, including race, gender identity, sexual orientation, disability status, veteran status, and more.