

Job Posting

#25.155 RECOVERY COACH

New Roads Women's Therapeutic Recovery Community

Please See Below for Shift Details

****Only open to self-identifying female applicants as approved by the BC Human Rights Commission****

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and directing our work.

Position Overview:

The Recovery Coach provides support to residents prior to and beyond their primary treatment stay providing support, guidance, and accountability to assist them in maintaining sobriety and navigating challenges in their daily lives by creating personalized recovery plans, offering motivational coaching, and acting as a mentor and role model throughout the recovery process. Much of this work will occur within a community context and will require outreach work.

Duties and Responsibilities:

- Provide support during their initial intake process working with the New Roads Intake and Discharge Coordinator by assessing the person's individual situation, helping them to identify strengths and challenges and help them make realistic goals for treatment. The RC will provide information about the recovery process, treatment options and the importance of ongoing support. RC will use motivational interviewing techniques to help individuals resolve ambivalence and increase motivation for change. The RC will also help the person prepare for treatment by explaining what to expect, discussing concerns, assist with arranging transportation to detox. The RC will also be available to offer emotional support and encouragement, helping the individual feel more confident and empowered as they embark on their recovery journey. The RC will visit and provide emotional support while the individual is in detox and will help arrange transportation to New Roads upon discharge from detox and or from the destination that they are coming from.
- This support will include clients who are connected to other OPS sites such as the Community Drop-in Centre and the Housing sites.

- Support and outreach work will also include meeting with Clients from other community agencies and systems such as the hospitals and detox.
- Provide support with aftercare process working with New Roads Continuing Care Coordinator by monitoring the individuals progress, celebrating successes and addressing challenges. The RC will provide motivational support and encouragement to help the individual stay engaged in their recovery, the RC holds the individual accountable for their actions and commitments, helping them stay on track with their recovery goals. They may also connect the person with peers and alumni who have experienced similar struggles, providing a sense of community support.
- Assist in creating case plan in consultation with the New Roads team by identifying strengths and challenges, setting realistic goals and objectives, developing strategies for achieving goals, establishing a recovery support network, monitoring progress and adjusting the short-term plan as needed.
- Assist clients with practical life management skills such as time and money management, building healthy relationships with boundaries and relapse prevention techniques.
- Providing one on one outreach support to discuss progress, challenges, and strategies for maintaining sobriety. The RC's role is unique in that the support focus is to support individuals in recovery from substance use disorders, mental health conditions and trauma. RC's focus on promoting self-directed recovery, empowerment and personal growth. The RC will work with individuals to identify and achieve their recovery goals by providing guidance, support and accountability while helping clients develop coping skills, manage triggers and build resilience. The RC uses a strength based, person centered approach emphasizing self determination and peer support.
- Conduct outreach to clients and alumni providing support, guidance, and resources. The RC will provide emotional support, motivational support, relapse prevention support and help develop in consultation with the New Roads team a relapse prevention plan. They will provide guidance by helping individuals set and work towards achievable recovery goals. RC will identify resources, support systems and strategies for maintaining sobriety. They will assist the individual in navigating the recovery process. They will connect individuals to local resources such as support groups, counselling services, healthcare services and peer support programs. They may also provide educational materials workshops or online resources to support the individual's recovery. Also introduce the individual to peer support systems such as peer support groups, sponsorships or mentorship programs. The ongoing support will include regular in-person check ins, phone calls and video calls to provide support and guidance. The RC will continually assess the clients' progress and provide resources for crisis intervention and support when clients experience setbacks, relapses. They will help to maintain the relationships with alumni and the recovery community. They will also maintain accurate records of client interactions, progress and outcomes.
- Collaborating with clients to help them stay committed to their goals and overcome obstacles.
- Develop strong rapport with alumni and second stage clients.
- Communicate any client concerns to New Roads clinical team.
- Tracking client's progress and identifying any areas needing additional support by identifying the areas of need to both the individuals and New Roads Clinical team. Should they decide they need



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additional support the RC would meet with the New Roads Clinical team to discuss and identify where the additional support is needed.

- RC may assist in facilitating group meetings in collaboration with the Clinical team.
- Familiar with and follow all New Roads and OPS policies and procedures.

Qualifications:

Education and Knowledge:

- Recovery Coaching diploma or a Diploma in a related human/social service field.
- Knowledge of the Therapeutic Recovery Model.
- Require a driver's license

Training and Experience:

- A minimum of one year of experience in case management in a recovery environment or an equivalent combination of education, training, and experience.

Skills and Abilities:

- Experience working with marginalized populations is essential.
- Proficient in Excel, Outlook, and Word.
- Skilled in problem solving.
- Familiarity with related resources and other services, including recovery support groups
- Demonstrated ability to work with challenging behavior and stressful situations.
- Demonstrated ability to apply safe work procedures.
- Flexible and tolerant attitude to diverse cultures.
- Ability to work independently.
- Ability to communicate effectively with clients and co-workers both verbally and in writing.
- Effective personal boundary setting skills with both clients and co-workers.
- Demonstrated problem solving/organizational skills.
- Strong multi-tasking skills.

Working Conditions

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Shifts: Full time, 40 hours per week. Varied schedule, which may include evenings and weekends.

Compensation: \$31.56 to \$33.49 per hour.

Benefits: Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position requires union membership.



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How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3pm on Wednesday, January 14, 2026 to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote “File #25.155 – Recovery Coach – New Roads WTRC” in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.