

**MENTAL HEALTH ASSOCIATION OF ESSEX COUNTY, INC.**  
***JOB DESCRIPTION***

**POSITION:** WELLNESS COACH – SUPPORTIVE LIVING SERVICES

**POSITION CONTROL#:**

**QUALIFICATIONS:** THE APPLICANT MUST HAVE ONE OF THE FOLLOWING:  
Master's degree in social work, psychology, counseling or a related field;  
or a Bachelor's degree from an accredited college or university with a  
major in mental health, health or other appropriate human services related  
discipline; or a Licensed RN; or have combination of 1 or more years of  
college plus related life or work experience equal to four years (individual  
is required to have at least one year of related work or life experience if the  
four years of college does not meet the above listed requirements) ; or high  
school or GED plus 4 years of related work or life experience.

Able to work a flexible schedule, including evenings, weekend and holiday  
hours.

Valid driver's license in good standing.

Demonstrated experience in working with individuals with severe and  
persistent mental illness.

**RESPONSIBILITIES:** The Wellness Coach provides, advocates, promotes, conducts and  
coordinates Wellness & Recovery activities consistent with the agencies  
mission, vision, values, Psychiatric Rehabilitation principles and the  
concept of recovery;

Promotes the use of wellness & recovery tools; WRAP, Crisis Plans, IMR  
and Psychiatric Advanced Directives;

Establish working relationships with individuals and hospital staff to  
ensure person-centered discharge;

Demonstrate that people with mental illness and/or addition can and do  
recover;

Mentor activities aimed to increase active participation in person-centered  
planning and delivery of individualized services;

Record keeping as required by funding source through the electronic clinical  
record software, and/or accreditation agencies;

Participation in relevant trainings and orientation;

Onsite services and support;

Communicating and documenting observations and interactions with the program coordinator, RN and treatment team;

Supervising and organizing recreational and/or socialization activities;

Transportation;

Residential counseling;

Crisis intervention services (not including crisis intervention counseling);

Participation in development of service plans;

Participation in service coordination;

Documenting observations, information and services in progress notes.

Perform other duties as assigned by the Director.

**REPORTS TO:**

Recovery Coordinator