



**The Alcohol and Substance Abuse
Prevention Council, Inc.**
125 High Rock Ave
Saratoga Springs, NY 12866
Phone 518-581-1230
www.preventioncouncil.org

Position Title: Inpatient CRPA
Reports To: CRPA Supervisor RCOC
Salary Range: \$21.00 - \$23.50

Date: March 2025
FLSA Status: Non-Exempt

Position Summary:

This is a 1 FTE position. This Certified Recovery Peer Advocate (CRPA) will work with inpatient individuals at Conifer Park Glenville. The CRPA will use their shared personal lived experience to promote individual's recovery, offering support, advocacy, and skill development opportunities. Participant contacts will take place one on one or in group settings. Assisting individuals who are considering leaving before completion of program by using their skills learned. Also identifying and accessing post-discharge addiction treatment services is also key. Documentation of services provided is a component of this work. The peer must be certified.

Duties and responsibilities

- Create a welcoming environment for all visitors and incoming calls to the Recovery Center when there or in the inpatient facility
- Assist individuals with substance use disorder in the inpatient facility or the RCOC
- Effectively engage with individuals who want to enter into recovery
- One on one coaching with participants to teach recovery skills, based on shared life experiences
- Help participants transition from inpatient to community settings by developing wellness plans and sharing community resources
- Provide referrals and information to sober support meetings, activities and other support in the community.
- Connect with residents who are considering leaving the inpatient facility prior to completion.
- Work with participants and advocate around mediation and conflict resolution.
- View and offer enhancement ideas for "sober activities" within the facility
- Assist with identifying and bridging potential barriers to recovery.
- Educate on multiple pathways of recovery.
- Assist with TA-run groups and offer topic ideas, as needed.
- Facilitate groups in units, starting with 1 unit/week initially.
- Meet and communicate with unit managers on a regular basis.
- Participate in team meetings and offer insight suggestions and assistance where participants need support.
- Maintain a collaborative relationship with all outside groups and agencies
- Ensure that all reports and paperwork are completed satisfactorily and in a timely manner
- Attend supervision with supervisor once a week

March 24, 2026

Qualifications

- Successful recovery from addictions for at least three years preferred
- Certification as a Recovery Peer Advocate (substance use)
- Ability to model behavior consistent with the mission of The Prevention Council and the Recovery Center.
- Excellent oral and written communication skills.
- Excellent organizational skills; ability to handle multiple projects simultaneously.
- Candidate shall be subject to NYS Justice Center clearance, to be conducted by the Prevention Council and any clearances required by inpatient facility.
- Current valid driver's license, proof of vehicle insurance, and vehicle availability