



Recovery Coach Shift Duties

Weekdays 7:00 A. M. - 3:00 P. M.

Recovery coaches must (1) **monitor the patients** on the floor and (2) **read the communication book** to stay up-to-date. **Shift meetings** happen at the beginning and end of each shift and must include (1) a **verbal debriefing** about the patients and (2) **reading the Stepworks standard** of the day.

Task	Assignee	Completed (initials)
make and document hourly rounds		
carry and answer phones		
monitor and document detox scales (COWS, CIWA, meth protocol)		
conduct scheduled admissions (follow admission guide)		
conduct discharges (follow discharge checklist)		
help patients with discharge planning calls		
help patients complete biopsychosocials and schedule assessments		
help patients complete provider assessments and schedule assessments		
15 Day Surveys		
laundry (check dorm baskets)		
help with scanning		
get and charge phones for patients graduating today (7:00 A. M.)		
morning med pass (6:00 - 7:00 A. M.)		
make sure everyone attends Community (8:00 A. M. doors locked)		
facilitate buprenorphine group (7:30 A. M.)		
smoke breaks (set alarms for every hour)		
exercise group (11:00 - 11:45 A. M.)		

afternoon med pass (12:00 - 2:00 P. M.)		
snack shack (1:00 P. M.)		
Recovery Skills group (2:00 P. M.)		
med counts (2:00 P. M.)		
check chores		
check dorms		
make sure facility is tidy with items put in their places		