



Recovery Café Facilitator/Staff
Job Description

Supervisor: Executive Director
Updated: September 28, 2026

Specific Responsibilities

The Recovery Café Staff/Facilitator will report to the Executive Director of Upstream Prevention for supervision of efforts and activities, with daily café oversight done by the Recovery Café Manager. This staff is responsible for completing assigned day-to-day tasks related to peer supports, linkages to care, community outreach and recruitment, and facilitation of identified Recovery Circles. This position will have a significant role in increasing the Café's welcoming hospitality for guests and members on their recovery path.

In general, the Recovery Café Staff/Facilitator may be responsible for the following:

- Embrace and promote the Café's Environment of Radical Hospitality in the context of loving accountability
- Assist (as needed) with daily food and beverage coordination for the café, including kitchen operations
- Ensure the Café remains clean and beautiful, including supporting members or volunteers with cleanup
- Communicating and enforcing Café guidelines and boundaries with loving accountability
- Attending all Café Staff meetings and trainings
- Serve as a facilitator for all assigned Recovery Circles and assist with program development, including the School for Recovery
- Assist members to access community resources and advocate for members
- Assist with or provide supervision of community volunteers and Members when at the café space
- Engage in outreach, networking, and partnership with key community organizations and represent the Café at various community organizations as appropriate
- Assist with strategy evaluation, monitoring, and updated assessment processes, including any grant or contract requirements
- Assist with miscellaneous organizational tasks as needed

Qualifications

- Completion of the Recovery Support Fundamentals five-day training and the Recovery Support Ethics two day training
 - Certified ICAADA CPRC-A, CPRC, CRA-A, CRA, **or ability to obtain** credential within six months of hire (more information available at <https://icaada.org/credentials-2/cprc-a/> preferred). Upstream can assist in this process, if trainings are complete
- Experience with facilitating groups, specifically focused on recovery

- Ability to work independently, with sensitive information
- Comfort with public relations, outreach, and networking
- Strong task management abilities, including written and verbal communication skills
- Proficiency with Microsoft Office

Skills and Knowledge Required for the Position

To be successful in this position, individual must possess knowledge of (or be willing to be trained in) the Recovery Café Model and Core Commitments, prevention science, mental health awareness, harm reduction approaches, etc. While the Certification mentioned above is preferred, it is not required upon hiring.

Travel Requirements

Regular in-state travel not expected (outside of Johnson County), but may be required (as deemed appropriate and with appropriate notice).

Salary Range

Due to grant requirements, this position currently has a maximum number of hours allowed and is a **part-time position**. Current **hourly** wage for this position is \$22.00 (equivalent to \$45,760 if it were fulltime). If additional funding for time is available in the future, this position may have the option to moving to additional hours, or potentially full-time (pending funding availability and a discussion with the supervisor and/or Executive Director).

Work Hours

This position is expected to regularly work at the Recovery Café, to include time for setup and cleanup. Current hours needed are Saturdays (11-3:15pm), with the ability to be a backup on Thursdays (2-6:15pm). The Café hopes to expand in the future to Fridays (7:30a-1:15pm) and Sundays (12:30-6:15pm), so an ideal candidate would be able to pick up all of these shifts. This individual will also be required to attend a few staff meetings during the week, outside of these hours. These meetings can be adjusted to work with the hired schedule, but are currently on Tuesdays. Currently, we are looking for someone in this position to work 10 hours per week, with more to come when days are expanded.

Employee Benefits

Staff are eligible for a phone and local mileage reimbursement on a monthly basis, access to a SIMPLE Retirement plan (with up to a 3% match from Upstream), paid time off, flexible hours, and supported professional development and growth opportunities. Upstream does not currently offer health insurance for staff, but instead offers a Health Reimbursement Account (HRA) administered through a third-party vendor. More information will be available to individuals if they receive a conditional offer of employment.