

POSITION DESCRIPTION

CLASSIFICATION TITLE: Recovery Specialist

POSITION TITLE: Peer Recovery Specialist

General Statement of Responsibilities:

This FLSA Non-exempt position provides non-clinical peer support to engage individuals in treatment under the operation of the Eastern Shore Community Services Board.

General areas of responsibility include increasing an individual's engagement in treatment and provide support for wellness, recovery resiliency, and self-advocacy and providing well organized support services to those working towards recovery.

In carrying out position responsibilities, the incumbent reports to and receives supervision from the Coordinator of MH/SA Outpatient Services. The incumbent is required to exercise sound judgment, demonstrate initiative, maintain confidentiality, exercise time management skills, and sustain intra- and inter-agency working relationships.

MAJOR DUTIES:

- Assist individuals in building their social skills to promote successful living in the community
- Utilize tools such as the Wellness Recovery Action Plan (WRAP) and Advance Directive to assist individuals in creating their own individual wellness and recovery plans;
- Facilitate self-help (mutual support) groups for individuals dealing with mental illness or substance use;
- Provide engagement with new clients as they enter Open Access to begin services;
- Share common difficulties in daily living and methods employed to manage and cope with these difficulties (mutuality);
- Share their own experiences with mental health services and share their acquired skills, strengths, supports, and resources;
- Participate in team meetings and provide peer perspective;
- Provide social role model for individuals in interaction with other team members and individuals;

- Model positive and non-stigmatizing recovery language and how to identify and combat negative self-talk;
- Provide outreach and home visits as necessary;
- Provide services at the CIT Assessment Center on an on-call basis, as needed;
- Provide timely and appropriate written documentation of services provided in accordance with Medicaid, state licensure, and ESCSB requirements;
- Demonstrate commitment to work on personal recovery;
- Provide no-show follow up calls and letters as required; and
- Perform other position-related duties as directed by the Coordinator of MH/SA Outpatient Services and/or the Director of Clinical Services and Quality Improvement and/or the Executive Director.

QUALIFICATIONS:

The incumbent must be a person who has experienced a mental health and/or substance use condition and have at least 2 years of sustained recovery by effectively managing their own wellness.

Must be a Registered Peer Recovery Specialist in the State of Virginia or be able to obtain this certification within 6 months of hire.

The incumbent should have position-related experience with the population served in an outpatient setting and possess the following knowledge, skills, and abilities:

Knowledge of: Mental illness and substance use and treatment; resources available to individuals; some knowledge of everyday needs and problems of different client groups; and facilitating support groups.

Skill (s)in: Linking individuals to community resources; advocating for others; establishing supportive, trusting relationships with persons with mental illness and substance use disorders; and basic problem solving strategies to support individuals in self-directed recovery.

Abilities to: Provide peer support from the perspective of a person who has received mental health and/or substance use services; document services appropriately and in a timely manner; function calmly in stressful situations; maintain appropriate and consistent interpersonal boundaries with individuals; demonstrate initiative; maintain confidentiality; comply with peer specific ethical guidelines; interact in a professional manner with program participants, peers, and collateral agencies as required; interface with local human services that may be of assistance in or have direct involvement with consumer services provision; establish and maintain effective working relationships, and effectively communicate in oral and written form.

The incumbent must have a valid driver's license and a satisfactory driving record.

HIPAA Access Level: 2=access to all consumer information

ORGANIZATION LEVEL:

**EXECUTIVE DIRECTOR
DIRECTOR OF CLINICAL SERVICES & QI
COORDINATOR OF MH/SA OUTPATIENT SERVICES
PEER RECOVERY SPECIALIST**

SALARY &/OR HOURLY RATE RANGE: Classification Level III

EFFECTIVE DATE: March 28, 2018

POSITION DESCRIPTION CONTENT:

Job descriptions are not intended to be, and should not be construed to be, all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

SIGNATURES:

Peer Recovery Specialist Date

Coordinator of MH/SA Outpatient Services Date

Director of Clinical Services & QI Date

Executive Director Date

Peer recovery specialist
3/18