



Job Description

Job Title: ReMerge Peer Recovery Support Specialist
Reports to: ReMerge LBHP or BHP
Status: Full time, Non-Exempt
Date: May, 2019

Purpose of this position:

The primary goal of this position is to serve as a recovery agent by providing and advocating for effective recovery based services that will aid the participant in daily living, teach and model the value of every individual's recovery experience, and model effective coping techniques and self-help strategies.

The primary duties include the following:

The primary duties of this position require utilizing recovery skills based on personal experience to advocate and promote recovery for every program participant.

Duties and Responsibilities of this Position:

- Build a one-on-one relationship with participants
- Some flexible hours including evening and some week-end work
- The ability to set priorities and work without constant supervision
- Maintain daily attendance log
- Gather information about patients using interviews, case histories, observations and assessments.
- Facilitate and lead group and education sessions.
- Manage caseload and documentation.
- Consult with other staff as needed.
- Discuss progress toward goals with participant and engages participant in work towards their own recovery
- Provides participant with supportive services to supplement treatment and counseling.
- Provide positive support, feedback, priority establishment, goal-setting and advice on an individual or group basis to improve personal effectiveness in home and real-world settings.
- Support solution focused work to aid participant in problem solving.
- Work closely with ReMerge Program Team to communicate needs and progress of each participant.
- Use inquiry, reflection, requests and discussion to help participants identify personal and/or family goals, and develop action plans intended to achieve those goals.
- Assist in other areas as assigned.

- Maintain confidentiality of all participants, including information, records, photographs, social media, etc.

Education and Experience Required:

- High school diploma or GED
- Be willing to self-identify as a person in recovery for the benefit of others
- Demonstrate participation in advocacy and/or personal knowledge in recovery
- Agree to respect and observe the RSS Code of Ethics
- Must maintain required credentials and mandatory training requirements to ensure compliance with all State regulations and CHCS policies
- Demonstrated superior interpersonal communication skills, including active listening
- Exceptional organization and problem-solving skills to manage case load of 50+ participants
- Willingness to learn new skills, flexibility and comfort with ambiguity as program continues to evolve
- Excellent interpersonal skills and the ability to work in a team environment
- Proven experience in presenting educational training in group settings
- Self-starter, works independently but as part of a team with enthusiasm and initiative

Experienced Required:

Experience and/or knowledge of addiction and recovery, case management, social services, criminal justice system, and/or justice reinvestment initiative is required. In recovery from mental illness, substance abuse addiction or both. If in recovery, must have at least one year of sobriety and active in recovery program.

Knowledge and Skills to perform this position:

- Computer and typing skills
- Accurate word processing and data entry
- Ability to prioritize tasks in order to meet deadlines
- Ability to take direction from more than one staff person
- Excellent organization and documentation skills
- Good verbal, interpersonal, writing and communication skills
- Ability to establish rapport
- Ability to maintain a positive attitude toward staff, program recipients, community partners and employers, and collaborative members of the community
- Knowledge of recovery models of addiction and criminogenic behavior
- Knowledge of human psychology and behaviors
- Knowledge of community resources and counseling/social work practices with high risk populations.
- Ability to work in a fast-paced environment
- Ability to work well in team environment
- Ability to motivate others towards achieving goals
- Ability to work independently with strong sense of focus, task-oriented, and clear sense of boundaries.
- Ability to work in a variety of settings with culturally-diverse consumers with the ability to be culturally sensitive and appropriate.

- Ability to legally operate a motor vehicle and provide own transportation.
- Knowledgeable of health behavior modification skills related to improved nutrition, increased physical activity, managing stress, self-management of chronic conditions, etc.
- Strong interpersonal communication and customer service skills including the ability to motivate others in-person and on the phone
- Excellent record keeping, critical thinking, clerical and administrative skills; personable, outgoing, and the ability to maintain a positive attitude at all times. Other job duties, essential to agency needs, may be assigned.

Electronic Equipment Requirements

- Cell phone and data package is required for this position. Employee must have working cell phone and provide number to supervisor and relevant staff. Data package must be available as needed for work purposes.
- Must be computer literate and proficient in Microsoft Office; must be able to operate standard office equipment

Decision Making Authority: (When must employee consult supervisor?)

Once trained and familiar with the program, the position would require weekly consultation with supervisor.

Supervisory Responsibilities

None

Attendance

Ability to comply with the organization's attendance policy as documented in the employee handbook required.

Physical Requirements and Work Environment

In the course of performing this work the staff will spend time sitting, standing, speaking and listening. Must regularly lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Must have the dexterity of hands and fingers to operate a computer keyboard, mouse, and other office equipment. The employee must have the visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the employee to perform the responsibilities and functions of the job efficiently; must be able to hear, speak, and communicate clearly.

The employee will work in a smoke-free office surrounding; noise level is quiet to moderate.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Acknowledgement of Job Description

I acknowledge that this job description serves only as a guideline for the duties required of my position, and that my job duties are subject to change, as the organization deems necessary. I understand and accept that these are the responsibilities and requirements of this position.

Employee Signature

Executive Director

Date

Date