



Thriving United, Inc.

Recovery Community Organization

Job Description

Peer Support Specialist

Status: Hourly, Non-Exempt; Volunteer

Reports To: Peer Support Coordinator

POSITION OBJECTIVES

Provide peer support services as part of a team to persons with substance abuse problems and/or mental illnesses; service provision will focus on working with participants to aid in and enhance their recovery

ESSENTIAL FUNCTIONS

- Provide individualized, ongoing guidance, coaching and support
- Provide training in the use of personal and community resources
- Assist in developing formal and informal community supports
- Assist the person served in increasing social support networks of relatives, friends and/or significant others
- Build network of and utilize community support and resources to ensure participants are connected with appropriate services for their needs
- Offer encouragement in times of crisis
- Advocate on behalf of persons with behavioral health problems to protect their rights and to assist in reducing associated stigma
- Work in cooperation with other providers, family members or significant others involved in the participant's recovery plan
- Attend staff meetings, continuing education trainings and individual and group supervision
- Observe all rules of confidentiality relating to participant information and services, both internally and when dealing with external agencies and/or individuals

QUALIFICATIONS & SKILLS

- High School Diploma or GED required
- At least one year of continuous sobriety
- Personal experience with mental health or substance abuse services with a history of managing one's own illness(es)
- Awareness of the importance of recovery in living with a mental illness or addictions problem
- Experience working directly with people in a service-oriented field is preferred
- Ability to interact with various types of people
- A sound understanding of mental health and/or substance abuse problems and treatments
- Familiarity with community resources is beneficial
- Personal traits which include: patience, tolerance, caring, maturity, and understanding

PERFORMANCE STANDARDS

- Must pass required background investigation
- Must complete all required training include 20 hours of job-related training annually other training assigned
- Must abide by Agency's Code of Ethics, Agency Standards, Policy and Procedures Manuals
- Must make sound decisions independently This includes, but is not limited to, recognizing safety risks, abuse, neglect, or other emergencies, and responding appropriately



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- Complete documentation daily, legibly, and with no more than a 3% error rating
- Strict adherence to the Incident (Unusual Event) Reporting, timekeeping, and work attendance requirements
- Must maintain minimum amount of 90% program management focused services as demonstrated through productivity reports
- Must not engage in behaviors that erode the cohesiveness of the program staff
- Have or gain an understanding of the SAMHSA's Working Definition of Recovery, Principles of Recovery and the Eight Dimensions of Wellness