

Mission Statement

To promote wellness and recovery from alcohol and substance use disorders and trauma.

Job Description

Job Title: Recovery Support Peer Specialist
Department: Prevention
Reports To: Director of Special Projects
Prepared by: Chief Program Director of Prevention and Recovery Services
FLSA Status: Non-Exempt
Prepared/Edited Date: September 3, 2021

Summary:

Staff hired for this position will be part of a multidisciplinary overdose response team comprised of Community Health Paramedics, Recovery Support Peer Specialists, and a Licensed Social Worker. This team will respond to substance use crises within Collin, Dallas, Denton, and Tarrant counties 2-3 days after 911 has dispatched immediate care to the home. Staff will conduct home visits to provide follow-up support, education, and referral services to the individual who experienced an overdose as well as others living in the home. Staff will work very closely and cooperatively with EMS, local police departments, area hospitals, treatment facilities, and other community collaborative partners to ensure the highest quality of care to all individuals. The primary mission is to provide services that will assist the individual/family in managing the trauma of the recent overdose while also providing resources to minimize the risk of a future overdose. Staff who hold this position must be a Certified RSPS and able to provide trauma-informed, client-centered care to support the individual's efforts in recovering from the chronic disease of addiction. Staff employed on this team must be available on an on-call basis to provide peer recovery support services for a minimum of eight consecutive days after identification or induction and then once a week thereafter. Must provide proof of being fully vaccinated with COVID-19 vaccines.

Supervises: N/A

Duties and Responsibilities

Maintains professional standards and behaviors.

Supports the agency and its mission. Represents the agency well in the community; maintains positive attitude toward job and staff; understands concept of client-centered service. Demonstrates ethical and professional behavior while upholding applicable ethical codes and healthy boundaries. Works well with clients, coworkers and others; functions successfully on the Overdose Response Team and throughout the agency; accepts supervision; communicates effectively with others; models positive attitudes and behaviors; treats all customers (clients, providers & referral sources) in a respectful, courteous manner; demonstrates resourcefulness; exercises good judgment; makes sound decisions; handles crisis effectively. Develops and implements creative approaches to problem solving. Consistently upholds and demonstrates strengths within the agency's core values and the required competencies listed within this job description.

Mission Statement

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Maintains acceptable work performance, work patterns and documentation.

Maintains schedule of home visits, meetings, appointments and other services. Completes and submits accurate client notes, client data entry, legible reports, checklists, surveys, timesheets, mileage, and related documentation according to specified Overdose Response Team grant requirements and RRC procedures and timelines. Accommodates Recovery Resource Council policy of working 40 hours per week and demonstrates dependability through consistent daily attendance and timeliness. Complies with agency policies and procedures as well as department standards and systems to ensure accountability, uniformity of service and high-quality care, treatment, and services. Attends annual trainings required within the Overdose Response Team project as well as others assigned by RRC such as cultural competency, standards of conduct, HIV, Hep B & C, Ethics, Abuse, Neglect, and Exploitation, Non-Violent Crisis Intervention, DSM diagnostic criteria and other topics as required. Secures and maintains credentials/licensure as required. Performs other duties as assigned by supervisor or management.

Adheres to the approved procedures as it relates to job duties.

Fulfills responsibilities of specific Overdose Response Team grant requirements. Provides effective home visit and follow-up services that engage, empower, and educate individuals. Works successfully with individuals one-on-one as well as with groups. Support individuals in identifying and strengthening their relationships with recovery allies. Provides non-clinical, peer-based activities that link clients with community resources. Mentors/coaches client case load through a process of self-help group attendance, goal setting and recovery related referrals and activities. Serves as a source of encouragement and inspiration for clients. Provides mentorship and coaching to adult clients which addresses their needs including sobriety, employment, living arrangements, and adherence to their recovery plan. Works successfully with clients to develop recovery goals and objectives. Assists clients in developing a network of contacts with family, friends, self-help groups and providers to aide in sobriety and treatment plan. Refers clients to level of care, treatment, and services required of each client. Demonstrates knowledge of substance use disorders, mental health issues and community resources for clients who misuse substances and their family members. Demonstrates effective communication, rapport-building, motivational interviewing, and healthy boundaries with all individuals served.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Transportation:

Mission Statement

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Must have own vehicle with current state-required liability insurance, current license, tags and inspection.

Education and/or Experience:

Must be certified as a Recovery Support Peer Specialist in Texas. High School diploma, G.E.D., or equivalent required. Associates or bachelor's degree preferred. Minimum of one-year experience in area of substance misuse and/or crisis intervention activities preferred. Demonstrated knowledge of substance use and misuse, addictions, family systems, and self-help groups; knowledge of the community and resources for the chemically dependent; experience in researching, organizing, and recording data; trained in Motivational Interviewing and trauma informed care.

Required Competencies:

- Skill in formulating client recovery goals and objectives
- Professional, respectful, and effective communication skills (verbal and written)
- Knowledge of substance use disorder, substance misuse, and mental health issues
- Knowledge of dynamics of family systems
- Knowledge of community resources for those who misuse/abuse substances
- Knowledge of 12-step groups and how they work
- Knowledge of a variety of recovery activities, methods, and how they work
- Ability to work flexible schedule including nights and weekends
- Knowledge of screening/assessment instruments
- Ability to work independently - upholding ethics, boundaries, and productivity expectations
- Ability to work cooperatively on a team and within a network of providers
- Ability to plan, organize, set objectives, time frames, and prioritize
- Reliable personal vehicle with applicable Texas insurance is required
- Ability to consistently maintain client confidentiality
- Ability to complete all required documentation, data-collection, and record keeping
- Basic computer skills
- Basic typing skills

Language Skills & Reasoning Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.



Mission Statement

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Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Work Environment:

A combination of on-site and remote officing are likely. Most face-to-face work is conducted in the homes of individuals and families in a wide variety of socio-economic neighborhoods. Work involves sitting and standing for various lengths (may be extended period) of time. Frequent driving is required - sometimes for long distances. May require working extended hours and some evenings and weekends, as needed.

Employee Signature

Date

Employee has been assessed for the essential competencies of the position and is granted authorization to perform duties.

Director/Supervisor

Date

Chief Executive Officer

Date

| Name | Hire Date | Date of Last Review | Date of Next Review |
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