

WESTERN MENTAL HEALTH CENTER, INC.
JOB DESCRIPTION

POSITION TITLE: Certified Peer Recovery Specialist
DEPARTMENT: SUD Program
SUPERVISOR: SUD Treatment Director
FLSA: Non-Exempt

POSITION SUMMARY: Provides advocacy and support to individuals with substance use disorder (SUD) who are receiving services through Western Mental Health Center

ESSENTIAL FUNCTIONS:

1. Performs all duties in accordance with the policies and procedures of the Center.
2. Provide individualized peer support to each client;
3. Promote a client's recovery goals, self-sufficiency, self-advocacy, and development of natural supports
4. Support a client's maintenance of skills that the client has learned from other services
5. Provides services to identified clients by providing clients outreach, crisis assistance, housing support, benefits assistance, vocational support, and life skills
6. Assists clients individually and in group settings to establish treatment/recovery plan.
7. Assumes management responsibilities for assigned cases. Serves as a productive member of a multi-disciplinary team.
8. Coordinates assistance for clients with other community professionals; also serves as a resource, advocate, and liaison.
9. Completes required documentation of treatment planning and other required case file documentation.
10. Participates in all required SUD meetings. Provides and receives appropriate support and assistance with peer and/or supervision during consultation process
11. Available for evening and weekend work as required by Center needs.
12. Follow center billing procedures and requirements.

OTHER RESPONSIBILITIES:

1. Is sensitive and responsive to management needs such as data collection and program evaluation.
3. Co-facilitate group counseling by planning and implementing chosen therapies with other SUD professionals assigned to the program, as necessary and/or required.
4. Ability to travel as required.
5. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Must have a minimum of one year in recovery from substance use disorder
2. Must have excellent verbal, written, organizational and interpersonal skills.
3. Must obtain Peer Recovery Specialist Certification within the first two months of employment