

POSITION DESCRIPTION**CSA III PEER SUPPORT SPECIALIST**

Center for Access and Adult Clinical Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Community Services Associate III

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as a CSA III Peer Provider for Recovery Support and is responsible for providing and extending counseling, emotional support and recovery support services to chemically dependent individuals and individuals with co-occurring disorders in the Region Ten catchment area. Incumbent will offer support and education to family members of individuals with addiction and co-occurring disorders. Incumbent will recruit and provide direct support to recovery coaches that work hourly.

The incumbent reports to the Director II, Community Based Services for the Recovery Support Services grant, and performs duties by proceeding in consort with other treatment providers. He/she is expected to perform duties as specified and according to the policies of Region Ten Community Services Board, as well as those of the Department of Behavioral Health and Developmental Services (DBHDS).

The HIPAA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Provide support services to individuals with co-occurring or substance use disorders.
2. *Provide WRAP programming to multiple sites.
3. *Provide support and education to family members.
4. *Work collaboratively with case managers, treatment providers and other care providers in linking individuals directly to services and supports specified in the individual's treatment plan.
5. *Maintains contact with representatives of the various treatment programs involved in the care and rehabilitation of drug abusers; arranges aftercare and follow up services for recovering individuals leaving the IOP or other treatment programs.
6. *Provide transportation to and from residential programs or to treatment from outlying counties.
7. Assist with the planning and provision of ongoing celebrations for the recipients of the program.
8. Maintains necessary casework records to document the provision of support services.
9. *Receives supervision in accordance with Region Ten policy or as necessary
10. Attends required meetings and trainings as assigned.
11. Reads all agency communication
12. *Performs other duties as assigned in keeping with general description of this position.

QUALIFICATIONS:

Incumbent will have at least 1-3 years of experience in a related field. A Bachelor's Degree is preferred. Personal experience in recovery is required; 2 years of sobriety is recommended. Certification as a Peer Recovery Specialist is required or required to be obtained within 1 year of employment.

In addition, the incumbent needs to possess the following knowledge, skills and abilities:

Knowledge of: Substance addiction and recovery. Co-occurring disorders and the interplay of SA and MH.

Skills in: Substance addiction counseling, group therapy, engaging resistant or difficult clients, working with minorities, working with individuals involved in the criminal justice system and agencies providing criminal justice services. Word processing and computer operation.

Abilities to: establish rapport with individuals with an SA and/or co-occurring disorder and their families; maintain effective working relationships with representatives of numerous professions; perform outreach and public education; accept supervision and seek it out, and work effectively with all levels of CSB staff.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

POSITION LOCATION:

Region Ten Community Services Board
800 Preston Avenue
Charlottesville, Virginia 22903

COMMUNITY SERVICES ASSOCIATE III

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POSITION ORGANIZATION CHART

Program Manager
|
Case Manager

GRADE: 8

SCHEDULE: 40 hours weekly; generally 9:00 to 5:30 Monday through Friday, but evening and week-end hours may be necessary.

Position Description Updated: July 24, 2017

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date