

POSITION DESCRIPTION**CSA III PEER SUPPORT SPECIALIST**

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

CLASSIFICATION TITLE: Community Services Associate III/Peer Support Specialist

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as a CSA III Peer Provider for the Project Link, a program that provides therapeutic services to pregnant and parenting women at risk of or currently diagnosed with substance use disorders. The incumbent is responsible for providing recovery support services for these consumers, using his/her own life experience in order to coach and support consumers in their recovery. The incumbent will work collaboratively with the Project Link clinician, additional peer support staff and other agency and community providers in support of consumers.

The incumbent reports to the Director III, Women's Recovery Services. The incumbent 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 HIPPA access level for this position is Level Two

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

MAJOR DUTIES:

1. *Develop meaningful and trusting relationships with consumers, using personal recovery experience to do so.
2. *Provide an example of successful recovery for program participants by managing his/her own.
3. *Provide immediate engagement as well as screening and assessment of need for consumers, in order to increase likelihood of program participation, follow through, and completion.
4. *Facilitate and connect participants with individual and group recovery based exercises and activities, both within the program and agency and in the community.
5. *Provide support, education and linkage to resources re: substance abuse and addiction, relapse prevention, parenting and family planning, and life skills to enhance recovery to participants, their family members and community medical and treatment providers.
6. Provide home visiting services to consumers.
7. *Work collaboratively with facility, agency and community treatment and care providers to link participants directly to services and supports specified in the individual's treatment and aftercare plans.
8. Assist with the planning and provision of ongoing celebrations for the recipients of the program.
9. Maintain necessary casework records to document the provision of support services in accordance with agency, state, and funding regulations.
10. *Receives supervision in accordance with Region Ten policy or as necessary.
11. Attends required meetings and trainings as assigned.
12. Reads all agency communication
13. *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. High School Diploma or Equivalency required. 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: Issues affecting women who have substance use disorders and/or those in recovery, co-occurring disorders and the interplay of SA and MH, parenting and home visiting theories and practices, community based recovery resources.

Skills in: Substance addiction counseling, peer support, group therapy, trauma informed care, engaging resistant or difficult clients. 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 when needed, and work effectively with multi-disciplinary teams and professionals.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

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

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POSITION LOCATION: TBD
Region Ten Community Services Board
Charlottesville, Virginia 22903

POSITION ORGANIZATION CHART

Director III, Women's Recovery Services
|
CSA III Peer Support Specialist

GRADE: 8

SCHEDULE: 20 hours weekly; Variable shifts; Evenings and weekends needed.
Position Description Updated: February 20, 2018

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