

POSITION DESCRIPTION**CSA III PEER SUPPORT SPECIALIST**

Women's Center
Emergency Services and Short-Term Stabilization
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 Women's Center and is responsible for providing recovery support services for residents of the Women's Center, using his/her own life experience in order to coach and support residents in their recovery. The incumbent will work collaboratively with other Women's Center staff to provide support and education for residents.

The incumbent reports to the Director III, Women's Center. 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 essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Develop meaningful and trusting relationships with residents, using personal recovery experience to do so.
2. *Provide an example of successful recovery for residents by managing his/her own.
3. *Support residents with activities of daily living.
4. *Assist with management of program logistics as needed, including answering and directing telephone calls, aiding with resident admissions and discharges, transporting residents to and from appointments and community activities.
5. *Facilitate and connect residents with individual and group recovery based exercises and activities, both at the facility and in the community.
6. *Provide support and education to family members.
7. *Work collaboratively with facility, agency and community treatment and care providers in linking individuals 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. *Maintains necessary casework records to document the provision of support services.
10. *Receives supervision in accordance with Region Ten policy or as necessary
11. *Administers medications, assists with 30 minute checks, completes discharges, changes over rooms for new admission, and otherwise monitors the milieu and other CSA functions when not assigned to individuals for alternative programming.
12. *Attends required meetings and trainings as assigned.
13. *Reads all agency communication
14. *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 preferred. Certification is required to be pursued 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.

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 all levels of CSB staff.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

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

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POSITION LOCATION: Women’s Center
Region Ten Community Services Board
Charlottesville, Virginia 22903

POSITION ORGANIZATION CHART

Director III, Women’s Center at Moore’s Creek
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CSA III Peer Support Specialist

GRADE: 8

SCHEDULE: Full Time, 40 hours weekly; Some evenings and weekend hrs. depending on program need.

Position Description Updated: November 8, 2023

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