



innovative services for mental health, developmental disabilities and substance use disorders

a better life, a better community

POSITION TITLE: COMMUNITY OUTREACH ENGAGEMENT PEER SUPPORT SPECIALIST (COUNTY)/ CSA III

CENTER:	Adult Rehabilitative Service	DEPARTMENT:	Recovery Support/OAA Community Outreach Team	
LOCATION:	Blue Ridge Center/ Peterson			
FSLA STATUS:	Non-Exempt	INCLEMENT STATUS:	Non-Essential	
GRADE:	8	SCHEDULE:	FT	GROUP: 40
Job Requirements	<input checked="" type="checkbox"/> Annual TB <input checked="" type="checkbox"/> Driving Consumers			

GENERAL STATEMENT OF RESPONSIBILITIES:

This is an FLSA non-exempt position. The incumbent serves as a member of the Community Outreach Peer Team providing peer support services to individuals living in the counties of Fluvanna, Louisa, Nelson and Greene and is responsible for engaging with and connecting individuals to harm reduction services, relevant groups and appropriate resources as well as providing individual peer support and recovery support services to individuals over the age of 18, with mental health and/or co-occurring disorders in the Region Ten catchment area. The incumbent will pass out and train individuals in the Counties on how to use and access harm reduction supplies and form relationships with local businesses/community partners in the counties that Region Ten serves that would benefit from having harm reduction supplies.

The incumbent reports to the Program Manager of Recovery Support Services and performs duties in collaboration with other treatment providers. The CSA III/Peer Support Specialist 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).

MAJOR DUTIES:

1. *Collaborates with other Region Ten programs and Community Partners to connect with identified consumers that require assistance with access SUD harm reduction, treatment and resources.
2. Develop harm reduction outreach schedule in coordination with other organizations and local events, and using overdose hotspot maps as a guide in the counties within the Region Ten Catchment area.
3. *Provide outreach, support services and connection to resources to identified individuals in the Region Ten County offices and surrounding areas with a concentration on Louisa, Nelson and Greene County in reference to substance use, harm reduction and available resources.
4. *Provide outreach to identified referrals from community stakeholders in need of SUD treatment, harm reduction and linkage to resources.
5. *Provide support and education to family members.
6. *Assures continuity of care by working 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.
7. Provide group peer support (WRAP (APPR), etc.)
8. *Promotes overall culture of recovery, consumer empowerment and positive collaborations with all partners.
9. Deliver Rapid REVIVE training and dispense Narcan according to policies and procedures outlined by Region Ten an in accordance with the Virginia Department of Health guidelines.
10. Dispense fentanyl test strips and harm reduction kits.
11. *Maintains contact with representatives of the various treatment programs involved and arranges aftercare and follow up services for individuals transitioning within levels of care.
12. Coordinates transportation as needed to increase access to behavioral health.
13. Participates in relevant stakeholder groups as assigned.
14. *Maintain complete and current consumer records and other required reports, service reporting and documentation in compliance with agency, state and federal standards.
15. *Receives supervision in accordance with Region Ten policy or as necessary
16. Attends required meetings and trainings as assigned.
17. Reads all agency communication
18. *Performs other duties as assigned in keeping with general description of this position.



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QUALIFICATIONS:

EDUCATION:

- A High School diploma or equivalent is required. Completion of the 72 hr DBHDS Certified Peer Support Training is preferred to be completed prior to employment.

EXPERIENCE:

- 1-3 years of experience working with people with substance use and mental health disorders is preferred. Personal experience in recovery is required; Sustained recovery is recommended.

CERTIFICATION/LICENSE:

- DBHDS 72 hr Certified Peer Support Training is preferred to be completed prior to employment. Certification as a Peer Recovery Specialist is required to be obtained within the first year of employment

KSAS

Knowledge of: Principals of Peer Support and Recovery; Harm Reduction principles, Services and systems available in the community including primary health care, support services, eligibility criteria, intake processes, and community resources; the nature of serious mental illness, intellectual disability and/or substance use depending on the population served; Consumers' rights; Local community resources and service delivery systems, including support services (e.g., housing, financial, social welfare, dental, educational, transportation, communications, recreation, vocational, legal/advocacy)

Skills in: General knowledge of Interviewing and supportive recovery techniques; Group facilitation; Excellent communication with individuals and community partners; ability to present in front of others/lead training on harm reduction techniques. Flexibility and the ability to work independent is crucial for this role.

Abilities to: Computer proficiency; Oral and written skills to be able to manage productivity and documentation standards in an electronic health record; build and establish professional working relationships with community partners and individuals we serve; to ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided.

POSITION ORGANIZATION CHART:

Program Manager of Recovery Support

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Community Outreach Engagement CSA (**County**)

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

Signature

Name Printed

Date

Position Description updated: August 2025
Template Language: English

Driving Consumers:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided.