

**POSITION TITLE:** Community Services Associate III – Peer Support Specialist

<b>CENTER:</b>	<b>ESSTS</b>	<b>DEPARTMENT:</b>	Wellness Recovery Center		
<b>LOCATION:</b>	500 Old Lynchburg Road				
<b>FLSA STATUS:</b>	Non-Exempt		<b>INCLEMENT STATUS:</b>	Essential	
<b>GRADE:</b>	8; 9	<b>SCHEDULE:</b>	Full-time	<b>GROUP:</b>	30
<b>Job Requirements</b> <input type="checkbox"/> Annual TB <input type="checkbox"/> Driving Consumers					

**GENERAL STATEMENT OF RESPONSIBILITIES:**

This is a FLSA non-exempt position. The incumbent serves as a peer provider for the Wellness Recovery Center (WRC) program, a short-term residential crisis stabilization program that offers intensive psychosocial interventions and hospitalization diversion to consumers experiencing a mental health crisis. The incumbent will have a history of similar experience with mental health crisis recovery and is responsible for providing peer support services for these consumers using personal life experience to coach and support consumers in the WRC program. The incumbent will work collaboratively with the WRC clinical team, case managers, nursing staff, and Community Service Associates, and other agency and community providers in support of consumers.

The incumbent reports to the Director III/Program Manager II of Wellness Recovery Center. 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 essential functions of this job are starred below (\*) under "Major duties."

**MAJOR DUTIES:**

1. \*Develop meaningful and trusting relationships with consumers through the use of personal recovery experience.
2. \*Provide an example of successful recovery for program participants.
3. \*Provide immediate engagement in order to increase likelihood of program participation, follow through, and completion. Assist with program admissions.
4. \*Support participants who have difficulty in group settings with accompaniment in groups and/or alternative 1:1 programming when clinically appropriate.
5. \*Provide support, education and linkage to resources re: mental health, substance abuse and addiction, parenting and family planning, and life skills to enhance recovery to participants, their family members and community medical and treatment providers.
6. \*Develop and maintain alternative programming ideas and activities for use with program participants who would engage better with less clinical interventions.
7. \*Work collaboratively with agency and community care providers to link participants directly to services and supports.
8. \*Follow-up with program participants after discharge to check-in and encourage connection to community supports.
9. Assist with the planning and provision of ongoing celebrations for the recipients of the program.
10. \*Maintain necessary casework records to document the provision of support services in accordance with agency, state, and funding regulations.
11. \*Participate in supervision in accordance with Region Ten policy or as necessary.
12. Administer medications, assist with 30 minute checks, complete discharges, change over rooms for new admission, and otherwise monitor the milieu and other CSA functions when not assigned to individuals for alternative programming.
13. \*Assist during meal times by encouraging healthy eating habits, ADLs, and clean-up.
14. \*Attend required meetings and trainings as assigned.
15. \*Read all agency communication.
16. \*Provide peer support within the crisis continuum as needed.
17. \*Perform other duties as assigned in keeping with general description of this position

**QUALIFICATIONS:**

In order to ensure safe travel on behalf of the agency, a valid Virginia driver's license plus an acceptable driving record, are required. For use of a personal vehicle to conduct agency business, a current certificate of personal automobile insurance must be provided. Must be



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able to perform CPR/First Aid intervention.

Incumbent must have a high school diploma or equivalent. Personal experience in recovery is required; sustained recovery is recommended. Certification as a Peer Recovery Specialist is required or required to be obtained within one (1) year of employment.

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

Knowledge of: Issues affecting persons who have active mental health disorders or symptoms and/or those in recovery, co-occurring disorders, trauma-informed care, basic coping skills and crisis support, and community-based recovery resources.

Skills in: Peer support, group support and facilitation, trauma informed care, medication administration, and engaging resistant or difficult clients. Word processing and computer operation.

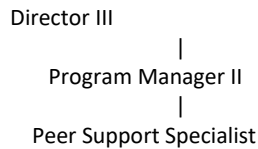
Abilities to: Establish rapport with individuals with consumers in crisis and their families; maintain effective working relationships with representatives of numerous professions; perform outreach and public education; accept supervision and seek it out when needed, and work effectively with multi-disciplinary teams and professionals.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Direct Care Performance Evaluation Standards.

SCHEDULE: Flexible, with expectation of working at least one weekend day, holidays, and weeknights.

POSITION ORGANIZATION CHART:



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 18, 2025

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