

POSITION TITLE: **COMMUNITY SERVICES ASSOCIATE III/PEER RECOVERY SPECIALIST**

CENTER:	Rural Services	DEPARTMENT:	Fluvanna Clinic
LOCATION:	13623 James Madison Highway Palmyra, VA 22963		
FSLA STATUS:	Non-Exempt	INCLEMENT STATUS:	Essential
GRADE:	8 or 9	SCHEDULE:	Full Time
GROUP:	30		
Job Requirements ☐ Annual TB ☒ Driving Consumers			

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as a CSA III Peer Provider for the Fluvanna County Adult Drug Treatment Court team and is responsible for connecting consumers to treatment services and providing emotional and recovery support services to individuals with substance use and co-occurring disorders in Fluvanna and surrounding counties. Incumbent will offer support and education to family members of individuals with substance use and co-occurring disorders.

The incumbent reports to the Director of the Fluvanna County Clinic and performs duties by proceeding in collaboration with other treatment providers. The CSA III is expected to perform duties as specified and according to the policies and procedures of Region Ten Community Services Board, as well as those of the Department of Behavioral Health and Developmental Services (DBHDS).

MAJOR DUTIES:

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

1. *Serve as an active member of the Fluvanna County Drug Treatment Court as the Peer Specialist
2. *Participate in Drug Court staffing and court proceedings
3. *Provide support services to individuals with co-occurring or substance use disorders.
4. *Provide support and education to family members.
5. *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.
6. *Maintains contact with representatives of the various treatment programs involved in the care and rehabilitation of consumer's whose lives have been affected by substance use; arranges aftercare and follow up services for recovering individuals leaving the IOP and/or other treatment programs.
7. *Provides transportation to and from residential programs, to outpatient treatment, or court.
8. Assist with the planning and provision of rewards or sanctions as part of the Drug Court team.
9. *Maintains and stays up-to-date on all required documentation related to the provision of support services.
10. Attends and/or participates in the Peer Advisory Council as needed.
11. Co-facilitates groups
12. *Receives supervision in accordance with Region Ten policy or as necessary
13. Attends required meetings and trainings as assigned.
14. *Acquire and maintain valid certifications in CPR, First Aid, CPI, and maintain valid driving license.
15. Reads all agency communication and follow through on requirements.
16. *Performs other duties as assigned in keeping with general description of this position.

QUALIFICATIONS:

EDUCATION

- High school diploma or equivalent is required

EXPERIENCE

- At least 1-3 years of experience in a related field is required.
- Personal experience in recovery is required; Sustained recovery is recommended.
- Must be registered as a peer recovery specialist or be able to register within 6 months of hire.

CERTIFICATION/LICENSE:

- 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.

KSAS

Knowledge of: substance use disorders and recovery; Co-occurring disorders and the interplay of Substance Use Disorders and Mental Health; how to locate and access community resources.

Skills in: engaging ambivalent or difficult to engage clients, working with individuals from diverse cultures/backgrounds, working with individuals involved in the criminal justice system and agencies providing criminal justice services. Word processing and computer operation.

Abilities to: establish rapport and establish supportive trusting relationships with individuals with a SUD and/or co-occurring disorder and their families; respect for client rights and personal preference in treatment is essential; maintain effective working relationships with representatives of numerous professions; perform outreach and public education; perform work assignments under little or no direct (i.e. present) supervision; analyze needs of clients and respond appropriately; accept supervision and seek it out, and work effectively with all levels of CSB staff.

POSITION ORGANIZATION CHART:

Director III

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Community Services Associate

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

regionten

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disabilities and substance use disorders

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