

POSITION TITLE: Community Services Associate B-Peer Support Specialist

CENTER:	Adult Rehabilitation Services		DEPARTMENT:	Blue Ridge Center	
LOCATION:	100 Burnett St. Charlottesville, VA 22902				
FSLA STATUS:	Non-exempt		INCLEMENT STATUS:	Non-essential	
GRADE:	8 or 9	SCHEDULE:	Full-time	GROUP:	30

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. This is a grant funded position and employment is contingent upon continued grant support. The incumbent serves as a CSB-Peer Support Specialist Blue Ridge Center and is responsible for engaging with and connecting individuals to BRC groups and resources as well as providing emotional 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. Incumbent will offer support and education to BRC members and individuals in attendance.

The incumbent reports to the Program Manager of Blue Ridge Center and performs duties by proceeding in consort with other treatment providers. The CSA B 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:

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

- Engages participants with a welcoming and recovery-oriented perspective, utilizing motivational interviewing and rapport building to support successful positive engagement and inclusion in Blue Ridge Center activities and opportunities.
- *Attends integrated team meetings to discuss individuals' needs and/or plans of care.
- *Actively facilitates transition to formal treatment as determined by consumer needs and preferences
- *Provide support services to individuals with mental health and/or co-occurring disorder.
- *Provides individual Peer Support and Care Coordination.
- *Provides peer support and educational programming within a group setting.
- *Provide WRAP programming
- *Making collateral contacts with the individual's significant others with properly authorized releases to promote successful outcomes within individuals' primary goals.
- Provide support and education to family members.
- *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.
- *Promotes overall culture of recovery, consumer empowerment and positive collaborations with all partners.
- *Maintain complete and current consumer records and other required reports, service reporting and documentation in compliance with agency, state and federal standards.
- *Receives supervision in accordance with Region Ten policy or as necessary
- Attends required meetings and trainings as assigned.
- Reads all agency communication
- *Performs other duties as assigned in keeping with general description of this position.

QUALIFICATIONS:

The incumbent will need to possess the following KSAs and meet the minimum requirements below.

EDUCATION:

- High School Diploma or Equivalency is required.
- A Bachelor's Degree is preferred.

EXPERIENCE:

- Personal experience in recovery is required
- Incumbent will have at least 1-3 years of experience in a related field is preferred
- Sustained recovery is recommended

CERTIFICATION/LICENSE:

- Certification as a Peer Recovery Specialist is preferred.
- Certification is required to be pursued within 1 year of employment.
- 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:

1. Principals of Peer Support and Recovery
2. Services and systems available in the community including primary health care, support services, eligibility criteria, intake processes, and community resources.
3. The nature of serious mental illness, intellectual disability and/or substance abuse depending on the population served, including clinical and developmental issues.
4. Treatment modalities and intervention techniques, such as behavior management, independent living skills training, supportive counseling, family education, crisis intervention, discharge planning, and service coordination.
5. Consumers' rights
6. Local community resources and service delivery systems, including support services (e.g., housing, financial, social welfare, dental, educational, transportation, communications, recreation, vocational, legal/advocacy), eligibility criteria and intake processes, termination criteria and procedures, and generic community resources (e.g., churches, clubs, self-help groups).
7. Effective oral, written and interpersonal communication principles and techniques.
8. General principles of record documentation.
9. The service planning process including, but not limited to, the Recovery and Person-Centered Planning models, as well as the major components of a service plan.

Skills in:

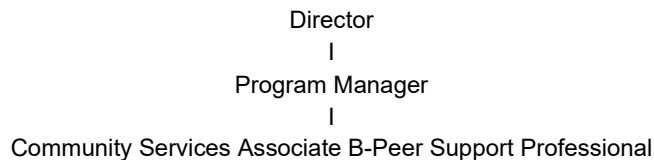
1. General knowledge of Interviewing and supportive recovery techniques.
2. Ability to solve problems within the scope of responsibility.
3. Building effective and positive rapport with a diverse population.
4. Group facilitation.
5. Ability to analyze facts and to exercise sound judgment in arriving at conclusions.
6. Ability to communicate complex ideas effectively, orally and in written form.
7. Ability to prepare clear and concise reports.
8. Ability to establish and maintain effective working relationships with clients, medical professionals, community service providers, agencies, and associates, and the general public.
9. Negotiating and advocate with consumers within service facilitation.
10. Observing, recording and reporting on an individual's functioning.
11. Identifying and documenting a consumer's needs for resources, services, and other supports.
12. Using information from assessments, evaluations, observation and interviews to develop service plans.
13. Identifying community resources and organizations and coordinating resources and activities.
14. Electronic documentation.

Abilities to:

1. Be persistent and remain objective
2. Empower and Engage individuals.
3. Assess, refer, and authorize services.
4. Timely documentation of appropriate health information,
5. Work as a team member, maintaining effective inter and intra-agency working relationships.

6. Demonstrate a positive regard for consumers and their families (e.g., treating consumers as individuals, allowing risk-taking, respecting consumers' and families' privacy, and believing consumers are valuable members of society).
7. Work independently performing position duties under general supervision.
8. Communicate effectively, verbally, and in writing.
9. Establish and maintain ongoing supportive relationships.
10. Accept Supervision and Seek out Supervision as needed.

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: February 12, 2026