



Job Description: Peer Specialist \$21.51 per hour

Summary - This is a full time non-exempt position in which the Peer Specialist is responsible for providing recovery support services to program participants (and their support system) who have a substance use disorder on an individual and/or group basis. The goal of this position is to support the organization in creating a recovery-oriented system of care (ROSC) and to assist and support participants in their recovery. Thirty (30) hours of annual training is required.

Duties and Responsibilities

1. Maintain a collaborative relationship with participants and their support systems to build recovery capital.
2. Collaborate with program staff to create a recovery oriented environment including providing recommendations and feedback to strengthen the program's recovery community.
3. With the participant, develop recovery plans based on wants, needs and interests of the participants.
4. Guide the participant in preparing for successful support planning focusing on recovery capital and lifestyle.
5. As applicable, collaborate with appropriate staff (including Case Managers and Clinical program staff) on participant needs, treatment plans and progress.
6. Provide individual and group recovery support services, crisis intervention and de-escalation for any participant in need of such help.
7. Coordinate, facilitate and/or deliver structured recovery-focused evidence-based program activities. For example; manualized groups, education groups, peer support groups and/or structured social and recreational activities.
8. In coordination with Clinical program staff maintain regular contact with treatment providers, program partners (e.g., Be Well) and other relevant stakeholders to ensure services involve mutually reinforcing activities.
9. Frequently consult with program staff, review all relevant reports, including log entries and incident reports, to maintain a clear awareness of participants' behavior and coherent staff responses and interactions (if applicable).
10. Complete all required participant documentation and reporting, including recovery plans, recovery supportive services, and attendance on all participants and support system. Maintain participant files and other records as required in accordance with agency policies, contract requirements and the standards of confidentiality.
11. Performs other duties as assigned by the Unit Manager, Clinical Program Manager or Program Administrator.

Supervision - The Peer Specialist is under the direct supervision of the Program Administrator. In addition, the employee is guided by agency policies and procedures.

Education & Experience - At least 18 years of age. Lived experience with mental health condition, substance use disorder or both. High school diploma or GED. Willing to appropriately share his/her own recovery story. Ability to demonstrate current self-directed recovery. Possess and maintain Recovery Support Peer Specialist (RSPS) or Mental Health Peer Specialist (MHPS) credentialing (or obtain within 6 months of hire). Pass criminal history and registry checks as described in 1 TAC 354.3201 and annual background checks.

Required Knowledge, Skills, and Abilities

1. Understanding of addiction, co-occurring disorders and recovery pathways. Maintain stable recovery program.
2. Basic understanding of and appreciation for working with individuals, families, and community partners in a professional, trauma-informed, and respectful manner. Working with diverse populations and cultural backgrounds.
3. Knowledge of available recovery-oriented community resources/ROSC and the ability to find, use and share new resources.
4. Ability to operate independently, effectively and efficiently in a field setting. Valid Texas Driver's License, vehicle and insurance.
5. Be able to give clear, concise and accurate verbal and written reports.
6. Must be prepared for a flexible schedule, including rotating on-call responsibilities (nights/weekends) to respond to provide emergency support.
7. Ability to use and care for basic hardware and software, including computers, email, internet and fax machines.
8. Be able to remain fully mobile, including use of stairways and extended periods standing or walking.
9. CPR and First Aid Certification (provided by Crosspoint).