



# JOB DESCRIPTION

<b>Job Title: Certified Recovery Peer Specialist</b>	<b>FLSA Status: E</b>
<b>Department: Matt Talbot Outreach Program</b>	<b>Reports to: Director, Behavioral Health Services</b>
<b>Date/Revised: April 2021</b>	<b>Grade/Funding Source: Matt Talbot Outreach</b>

**Position Summary:** To provide expertise and consultation from a substance use and/or mental health (co-occurring disorders) consumer perspective to the entire team concerning his/her served experiences on symptoms, the effects and side-effects of medications, his/her served responses to and opinions of treatment, and their experiences of recovery.

- Qualifications Required:**
- Ability to understand and practice the mission of Camillus House.
  - Education: High School Diploma/GED required, Associates Degree preferred. Any combination of education and job experience will be considered.
  - Must be certified by the Florida Certification Board as a Certified Recovery Peer Specialist (CRPS) and/or Certified Recovery Support Specialist (CRSS) or be willing to obtain said certification(s). Certification must be achieved within the first year of employment.
  - Language: Proficiency in oral/written English. Spanish preferred; additional languages a plus (i.e. Creole).
  - Skills: Proficiency in computer (Word, Excel, other data collecting programs).
  - Strong organizational and managerial skills.
  - Ability to work independently.
  - Successful completion of Toxicology test and of Background screening.
  - Successful completion of Level II screening for all licensed clinicians and others if required by funding source. **Circle one if required for position: Yes No N/A**
  - Valid FL Driver License with clean driving record. **Circle one if required for position: Yes, No N/A**

- Qualifications Preferred:**
- Culturally sensitive to the social, psychological and healthcare needs of the vulnerable populations serviced.
  - Strong organizational, interpersonal and communication skills in order to meet deadlines and handle multiple tasks.
  - Demonstrates a high level of productivity while remaining calm and effective under pressure.
  - A self-starter with demonstrated ability to work independently, as well as, with multidisciplinary teams and co-workers.
  - Ability to maintain a high level of poise and professionalism in all circumstances.

- Responsibilities:**
- Commitment to the Values and Mission of the Brothers of St. John of God as witnessed through Camillus House and Health in serving the needs of the underserved populations.

**Hospitality:** Create an environment where people can feel welcomed, comfortable, understood, esteemed and loved.

**Respect:** Recognize the richness of God’s gifts and His presence in every person regardless of age, situation in life, culture or religion.

**Spirituality:** Nurture a brighter, happier and richer life in time of suffering and struggle; empowering confidence in living with joy.

**Quality:** Work toward creating centers of excellence; fostering continuous improvement.

**Healing:** Respond to the need of the whole person – body, mind and spirit; energizing new hope.

**Responsibility:** Encourage cooperation as a way of promoting standards of competency, efficiency and accountability as we carry out our duties in the Mission.

- Participate in street outreach to engage clients into substance use recovery.

- Provide peer counseling and support, drawing on common experiences as a peer. Validate the person's served experiences and provide guidance and encouragement for the person to take responsibility and actively participate in their own recovery.
- Participate in treatment team meetings/rounds to promote a culture in which the person's served point of view, experiences, and preferences are recognized, understood and respected. The person's served self-determination and decision-making in treatment planning are maximized and supported.
- Conducts Wellness Recovery Action Plan (WRAP) groups as well as other educational groups assigned to persons served.
- Observes and reports any client non-compliant and/or safety issues to clinical team, residential assistant (RA), and security team. Provides de-escalation techniques when confronted with aggressive or threatening behavior. Also contacts emergency services (911) when there is an emergency.
- Help person's served with identifying, understanding and combating stigma and discrimination associated with their substance use and/or mental illness and develop strategies to reduce self-stigma.
- Orient incoming clients to program and provides tour of Camillus House's campus (if applicable).
- Assist persons in understanding the discharge planning process, and recommendations from the professional team. Link the person to services that suit their individual recovery needs, including community and natural supports in addition to organizational supports.
- Coordinating extracurricular activities for clients with input and approval from clinical team.
- Assist in arranging and providing transportation for appointments and services.
- Accompanies clients to court hearings to advocate on their behalf.
- Other duties as assigned.

**Essential Skills and Experience:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

The noise level of the work environment can range from low to moderate.

**Physical Requirements:**  
**(N= Needed**  
**P= Preferred**  
**N/A= Not**  
**Applicable**

- Sitting: Y
- Standing Y
- Walking Y
- Lifting Y
- Carrying (<25 lbs.) Y
- Kneeling Y
- Pushing/Pulling Y
- Bending/Stooping Y
- Climbing Y
- Reaching Y
- Crawling/Crouching Y
- Repetitive Motions Y

**Work Schedule:**

- Ability to work a flexible work schedule. Shifts vary (weekends and evenings as needed).
- Particular shift requirements/locations as noted below: (list, initial, date)

I have read and understand the requirements and expectations of this job description.

Employee Name (Print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Camillus House is an Equal Opportunity Employer**