



CLASS SPECIFICATION FOR:

Peer Recovery Specialist

General Statement of Duties:

Serves as a role model, mentor, advocate and motivator; provides outreach and support to consumers; does related work as required.

Distinguishing Features of Class:

This is a paraprofessional position. Incumbents perform a variety of duties to help provide individuals in recovery and family members with a support system to help them develop and learn healthy skills and gain access to needed community resources; assists individuals in the recovery process by encouraging and supporting them in accessing community-based resources, implementing recovery/wellness plans; encourages individuals to develop a strong foundation in recovery (e.g. establishing support systems, self-care, independence/self-sufficiency, healthy coping skills) that supports long-term wellness and recovery; and co-facilitates agency education and support groups as assigned. Receives general supervision that is administrative, evaluative, clinical, and supportive (mentoring/coaching) in nature.

Examples of Assigned Duties (*illustrative only of the types and scope of duties and responsibilities assigned to positions in this class*):

- Develops collaborative relationships with consumers, models and encourages consumers to assist in the development of recovery-oriented lifestyles and support systems;
- Develops and maintains respectful trusting, positive working relationships with consumers, families, staff, other agencies, members of the public;
- Serves as a mentor and recovery coach to clients by sharing personal recovery story while maintaining appropriate professional boundaries;
- Encourages consumer and family participation in services planning and program development;
- Collaborates with individual to identify, link, and coordinate choices with resources;
- Incorporates consumer's perspective and values in decision-making and advocates for multiple pathways to recovery/wellness;
- Provides outreach and support to consumers;
- Serves as an advocate for consumers within systems to promote person-centered recovery/wellness support services;
- Supports consumers in the development of effective communication skills, conflict resolution skills and problem-solving skills;
- Links clients to agency and community provider appointments and assists clients with obtaining needed community resources;
- Assists clients with participating in social and recreational outlets to further recovery goals;
- Communicates openly and directly with consumers, families, staff, other agencies, members of the public;
- Recognizes and reports risk indicators that may affect the individual's welfare and safety;
- Responds appropriately to personal risk indicators to assure consumers' and personal welfare and safety;
- Assists with or co-facilitates agency education and support groups related to recovery including Wellness Recovery Action Planning (WRAP);
- Collaborates and cooperates effectively with other department units and divisions to further the work of the agency;
- Serves as a representative of the department to consumers and other relevant stakeholders as appropriate;
- Provides prompt exchanges of requested information to consumers, families, staff, other agencies, members of the public;
- Provides community education to promote acceptance of consumers through activities and interactions as assigned;
- Accurately documents and maintains records of consumers' activities and interventions provided in consumer's medical record that meet agency, Medicaid, licensure, and CARF documentation standards;
- Participates in agency committees and work groups as assigned;
- Develops and maintains a sound up-to-date working knowledge and understanding of department, program and resource related policies, procedures and reporting requirements;
- Actively participates in and completes all scheduled meetings, required trainings and audits;
- May be required to work a flexible schedule or an on-call rotation;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

- Must be self-identified as having former personal, lived experience in their own recovery, or have self-identified personal, lived experience with a family member or loved one in recovery, and willingness to share personal story;
- Successful completion of 72 hours in each of the four domains of the Virginia Department of Behavioral Health and Developmental Services (DBHDS) CPRS Training Curriculum: Advocacy, Ethical responsibility, Mentoring and Education, and Recovery/Wellness Support;



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- Successfully passed the IC&RC Peer Recovery Specialist competency exam;
- Successful completion of 500 hours of supervised hands-on experience relevant to the four CPPRS domains (advocacy, ethical responsibility, mentoring and education, and recovery/wellness support).

Additional knowledge, skills and abilities include: Sound working knowledge of signs and symptoms of mental illness, substance use disorders, behavior management and early indicators of crisis; sound working knowledge of professional boundaries and recovery model; sound working knowledge of the stages of change and recovery as well as signs of distress and crisis; sound working knowledge of HIPPA, Human Rights and all confidentiality laws and policies; sound working knowledge of the Agency Compliance Plan, Code of Ethics, Confidentiality, Fraud Policy, Human Rights Plan, Blood Borne Pathogens, Cultural Competency, HIPPA Regulations, Incident Reporting, and Violence Management; sound working knowledge of consultative approach in decision-making; sound understanding of the impact of trauma; ability to appropriately apply the principles of individual choice and self-determination; excellent attention to detail and organization skills with the demonstrated ability to plan and complete work assignments accurately and in a timely manner within established deadlines, specifications and regulations; ability to accurately multi-task; personal accountability and professional integrity; ability to model and communicate the importance of self-advocacy as a component of recovery/wellness; ability to read, and consistently comprehend, interpret, apply and communicate policies accurately; sound judgement with sound critical thinking and problem solving skills; sound interpersonal skills, including good written and verbal communication skills, with the ability to interact professionally with diverse audiences of consumers, family members, internal and external staff, regulators and other relevant stakeholders and maintain effective therapeutic and working relationships with appropriate boundaries; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain respectful trusting, positive working relationships with relevant internal and external stakeholders; sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; sound math skills necessary to perform accurate calculations. May require the ability to work a flexible schedule to meet consumer and administrative needs or on-call rotation.

Minimum Education and Experience:

Education: Graduation from high school with coursework or degree in a relevant field preferred;

Experience: Previous relevant work experience in preferred;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to perform assigned duties at various locations Countywide.
- May be required to work a flexible or on-call schedule.
- Requires maintaining current certification as a Peer Recovery Specialist by the Virginia Certification Board (VCB).
- May require Wellness Recovery Action Planning (WRAP) Facilitator certification.
- May require Whole Health Action Management (WHAM) Facilitator certification.