



**Position Title:** Female Peer Recovery Support Specialist  
**Position Type:** Temporary/Hourly, Exempt  
**Location:** Reno, Nevada  
**Position Reports to:** NAMI Northern Nevada Executive Director

NAMI Northern Nevada is a non-profit corporation composed of families, friends and professionals in Washoe County, Nevada, dedicated to helping people with mental illness (peer) and their families. The organization provides: free education courses and programs; free support groups; assistance to all who ask; free literature on services available in our area.

**Position Description:**

The Peer Recovery Support Specialist (PRSS) is responsible for the NAMI Northern NV Criminal Justice Peer Support Program, designed for persons with SMI who have become involved with the criminal justice system. By using own life experiences as a person in recovery from mental illness and participation in the criminal justice system, establish trust with assigned Peers in order to help them maintain and sustain long term recovery. The Peer Recovery Support Specialist will provide psycho-social rehabilitation, serving as a role model, peer-mentor, advocate, and motivator to individuals living with mental illness with a history of involvement in the criminal justice system. *This position description is specific to a female gendered role as the PRSS; this person will only deal with female gendered peers.*

**General Responsibilities:**

1. Establish and maintain excellent referral conduits with courts, law enforcement agencies, places of incarceration, and other sources who can attest to required program criteria: (a) SMI diagnosis; and (b) criminal justice involvement.
2. Seek out referrals of potential individuals with an SMI diagnosis **and** criminal justice involvement from such sources and others.
3. Engage with referred individuals who meet program criteria completing all screening materials and ensuring signed agreement to participate in the program.
4. Provide services and support to individuals enrolled in program as needed and appropriate. To include, but not limited to, accompanying individuals to scheduled appointments (therapy, primary care, housing assistance and social services).
5. Determine recovery plan and engage with outside agencies as required for each individual peer.
6. Maintain certification as Peer Recovery Support Specialist (PRSS) in good standing with the State of Nevada.

**Specific Job Responsibilities & Requirements:**

- Excellent written and oral skills
- Knowledge of motivational Interviewing skills
- Interview and screen potential individuals for program suitability and eligibility
- Maintain case notes and files
- Competent in Microsoft Office applications to include Word, Excel, and PowerPoint

- Provide reliable transportation
- Ability to organize and manage program resources materials and equipment
- Operate standard office equipment and answer phone calls as needed
- Supervise and oversee interns and work professionally with other staff
- Flexible work schedule may include evenings, weekends, holidays
- At all times, display sensitivity and respect for cultural diversity and varied personal experience

**Required Education, Experience and Professional Skills:**

- PRSS Certification valid in the State of Nevada (Required)
- Minimum of 1 years sustained recovery from SMI and SUD (if appropriate)
- Criminal Justice system experience and participation
- Valid NV Driver's License
- Ability to pass a background check (Having a past discrepancy does not automatically make applicant ineligible for this position. It will be reviewed on a case by case basis along with all other qualifications)
- This position is for a Female Certified PRSS

**Desired Additional Education/Skills**

- Bilingual (Spanish)

**Compensation:**

- \$15.00/hour
- This is a temporary position May 1, 2023 – September 30, 2023
- This is a grant-funded position and subject to continued funding

**Physical Requirements**

- Normal office environment
- Walking (with ability to use stairs)
- May be required to visit clients in their own environments
- In-state travel may be required.
- Use of privately owned vehicle (mileage reimbursement may be paid upon approval of required documentation and budget availability)