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| **Section: Organizational Management**  **Category: Workforce Development Subject: Job Descriptions** | **Section Number: 01-F-07-C-04**  Revision No: Effective Date: 6/01/18 |
| **Other Agency Ref:** | |

###### Job Title: Peer Recovery Support Specialist/Harm Reduction Peer

**Reports to:** Peer Recovery Support Supervisor

**Classification:** Nonexempt

**Salary Range:** $17.50-19.00 per hour

**Qualifications:** Lived experience in one or more of the following domains: substance use (especially opioid use and/or medication assisted recovery), co-occurring mental disorders, homelessness and or recovery from mental illness. Willingness to utilize a treatment team-based approach and incorporate a harm reduction model of care to clients.

Knowledge of medication assisted recovery preferred. .

**Job Summary:** A Peer Recovery Support Specialist is a mentor, companion, educator, advocate, and friend to consumers/clients. A Peer Recovery Support Specialist is part of a team ensuring the best possible outcomes for the patients of The Life Change Center and is responsible for assisting and empowering peer consumers by identifying a main concern, developing collaborative plans that include measurable goals and objectives, and provide support to peer consumers. A Peer Recovery Support Specialist helps fellow peers cultivate their independence, self-efficacy, self-confidence, self-esteem, and recovery supports. A Peer Recovery Support Specialist empowers other people with a variety of challenges to explore new options, resources, relationships, feelings, attitudes, and rights.

##### DUTIES AND RESPONSIBILITIES:

1. Maintains strong knowledge and understanding of The Life Change Center’s mission, vision, and philosophy and always support these tenets while conducting agency business;
2. Meets with consumer within 3 working days of receiving referral to develop a collaborative care plan with each peer consumer that will meet their needs and goals;
3. Partners with consumer to obtain engagement and follow-up on care plan goals;
4. Collaborates with client’s care team, including clinicians, case manager, and other agency staff;
5. Inform peer consumers of resources and available programs, services and assists with referrals to other agencies/community partners that will assist the consumer in meeting their goals;
6. Meet with consumers in the community, hospital, home, designated offices, and telephonically as needed to ensure continued recovery and track progress;
7. Ensures that consumers have full and unbiased access to a variety of services and service providers to meet their specific needs;
8. Participate in outreach activities, including coordinated outreach events with local law enforcement agencies and other social service agencies;
9. Provide updates and progress reports to the Program Director, Site Director and Peer Supervisor;
10. Maintain appropriate positive, professional interpersonal relationships with staff, peers, consumers, volunteers and other stakeholders;
11. Maintain documentation of daily activities in EHR;
12. Maintain confidentiality of peer consumer information, uphold policies and procedures as outlined in The Life Change Center Employee Handbook;
13. Other duties as assigned.

###### Requirements:

* Personal experience with substance use, co-occurring disorder, homelessness or mental illness.
* 3-5 outreach events per week. Generally, 3 to PWUD (people who use drugs) and 2 to community stakeholders.
* Develop and maintain outreach data tracking including dates, location, audience type, name of event.
* Ability to acquire state certification in Peer Recovery Support and maintain CEU’s for certification.
* Self-starter who enjoys working independently.
* Views consumer needs as a high priority.
* Experience that demonstrates organization and planning abilities.
* Experience that demonstrates strong desire to help others.
* Knowledge or experience accessing local resources such as housing, medical, etc.
* Work well with diverse populations.
* Able to work flexible hours, including evenings.
* Computer knowledge and a willingness to learn computer and data entry skills.

##### WORKING LOCATION

* + 1755 Sullivan Lane, Sparks, NV 89431; 1201 N. Stewart Street, Carson City, NV 89701; 130 Vine Street, Reno, NV 89503; 2105 Capurro Way Suite 105, Sparks, NV 89431

I have read and understood the above job description.

Signature Date