



Position Title: Peer Recovery Support Specialist
Reports to: Operations Manager
Status: Non-Exempt
Created: June 2026

Approved: _____

Primary Responsibilities:

The Peer Support Specialist is an active member of Bristlecone Family Resources and provides peer support services to clients with drug, alcohol and gambling addictions. Under the supervision of licensed staff, the PSS will function as a role model to peers; exhibiting competency in personal recovery and use of coping skills; serve as a consumer advocate providing consumer information and peer support for clients in outpatient or inpatient settings. The PSS performs a wide range of tasks to assist peers in regaining independence within the community and mastery over their own recovery process. Recovery resources such as booklets, tapes, pamphlets and other written materials may be utilized by the Peer Support Specialist in the provision of services.

Essential Functions

1. Remain respectful and supportive of the client's recovery and treatment plan.
2. Has working knowledge of the programs provided.
3. Responsible for integrating into daily operations the core values and mission of the organization.
4. Exhibits a thorough understanding of 42 CFR Part 2 and 45 CFR (HIPPA).
5. Conducts daily activities in compliance with our ethics and guidelines.
6. Achieve and/or maintain certifications in CPR & First Aid.
7. Keep Peer Recovery Support Certificate active.
8. Transportation of clients to HOPES, medical appointments, and other related activities.
9. Coordinate and consult with other team members to keep team informed of issues and progress.
10. Document all peer contact at time of service.
11. Assist clients in setting up and sustaining self-help (mutual support) groups, as well as means of locating and joining existing groups.
12. As much as appropriate the PRSS may share parts of their own recovery story and as the facilitator of these sessions, will demonstrate how they have directed their own recovery.
13. Assist Bristlecone's Alumni Program.
14. Any other job-related duties as designated by OM/CD.

Internal Contacts:

This position interacts with all treatment staff, consultants and management.

External Contacts:

This position interacts with the Justice System, Parole & Probation, Community Resource Centers, other Treatment Centers, Family Services, Attorneys, and families of clients.

Qualifications:

1. Must demonstrate the ability and willingness to work as a team member.
2. Ability to read, write and speak English.
3. Experience with Microsoft Word, spreadsheet software, internet and e-mail.
4. Must exhibit strong multitask and organizational skills.
5. Willingness to be flexible with work schedule to accommodate program/client needs.
6. Possess a valid State of Nevada ID or Drivers License.
7. Has completed the PRSS Training with a certificate.

Physical Requirements:

Sit: Must be able to remain in a stationary position for extended periods of time.

Standing: Particularly for small periods of time.

Walking: Moving about on foot to accomplish tasks.

Climbing: Occasionally ascends/descends stairwells.

Talk/Hear: Expresses or exchanges ideas with staff. Accurately communicates with staff and outside agencies.

Use of hands/fingers: Regularly operates computer equipment, such as computer, copy machine, telephone. Often inspects files, paperwork & reports.

Working Conditions:

1. Reports to work the required number of hours per week and on an as needed basis.
2. Must be responsive to program concerns/emergencies.

Bristlecone assures that anyone who applies for employment or accepts employment with this agency will not be discriminated against because of race, color, sex, religion, physical handicap, national origin, political affiliation or marital status. This is in conjunction with Bristlecone Affirmative Action Plan.

Employees are allowed access to their personnel file upon request by the Human Resources Manager, Supervisor and Director.

All counseling staff will be required to apply for certification from BHPTA.

I have read and understand all aspects of this job description. By signing this description, I am acknowledging my job duties and responsibilities.

Employee Signature

Date

Employee Print Name

Human Resources

Date