## **Job Description**

**Hamilton Center, Inc.**

## ***Peer Recovery Specialist***

Department: All locations

Division: Satellite Services & Vigo County Services

Supervised By: Program Manager/ Director

FLSA Status: Exempt/Regular/Full-time

##### Effective Date: July 2023

Position Summary

###### Under Supervision, the Peer Recovery Specialist provides peer support services, services as a consumer advocate, provides Consumer information and peer support for Consumers in emergency, outpatient, or inpatient settings. The PRS performs a wide range of tasks to assist consumers in regaining control over their lives and recovery process. The PRS will model competence in recovery and coping.

###### Ninety percent of the time is direct patient care, interacting with consumer, either individually or in a group setting.

Essential Duties/Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Following the guidelines set by the employer, the PRS will interact safely and effectively with Consumers to

* Assist Consumers in articulating personal goals for recovery
* Assist Consumers in determining reasonable and holistic steps moving toward recovery
* Assist Consumers in identifying barriers to recovery goals
* Assist Consumers in identifying personal strengths in daily living and recovery skills
* Observe and reinforce positive progress that Consumers make toward recovery goals
* Teach problem-solving skills
* Teach Consumers to identify and combat negative self-talk
* Teach Consumers how to identify and overcome fears
* Support the vocational choices Consumers make and assist them in overcoming job-related anxieties and conflicts
* Assist Consumers in building social skills by demonstrating and reinforcing proper conduct and respectful interaction
* Attend treatment team meetings and medication appointments as requested to represent the needs and perspectives of the Consumer
* Utilize his/her unique recovery experience to teach and role model the value of every individual's recovery experience.
* Maintain effective coping and self-help techniques.
* Continue to develop professional skill by maintaining certification through required coursework
* Attend relevant seminars, staff in-service trainings whenever offered
* Investigate community resources for appropriateness of services to Consumers
* Maintain confidentiality of information
* Maintain appropriate professional boundaries with Consumers and avoid dual relationships within the community
* Support treatment team objectives and strategies
* Fulfill documentation requirements of employer accurately and within 24 hours of service end time
* Use inclusive, culturally appropriate language and attitudes with all consumers and staff
* Meet job expectations as specified in the Employee Handbook.
* Interact with Consumers, observe behaviors and communicate significant observations to managers.
* Document information regarding Consumer care and behavior as required in policy and procedure.
* Administer, document, store, and remit Consumer’s drug urine screens.
* Enter and retrieve data using personal computer or terminal.
* Maintain administrative files and records.
* Monitor to ensure maintenance of a clean, orderly, and safe environment: report needs for repair and maintenance to appropriate staff.
* Maintain open and regular communication with manager and other agencies involved in Consumer’s care.
* Notify staff and assist in responding to emergency situations.
* Conduct and assist with selected therapeutic activities assigned and document according to policy and procedure.
* OBHP qualified staff will be expected to bill MRO and peer services, document those services in the EMR and to participate in the required clinical supervision.
* Completion of HCI OBHP training modules within 90-days of hire or after transferring into an OBHP position.

Minimum Qualifications/Requirements

* Must have a minimum of a high school diploma or GED.
* Self-identify with a history of mental illness and/or addiction.
* Must be maintaining healthy recovery from mental illness and/or addiction for a minimum of one year.
* Must have excellent interpersonal communication skills and the ability to meet written communication requirements.
* Must be able to complete and verify completion of state-approved training program and passing score on certification exam within six months of hire date.

Certificates, Licenses, Registrations

* Valid driver’s license in accordance with HCI motor vehicle policy.
* Maintain current American Red Cross CPR/1st Aid certification
* Maintain current crisis prevention/intervention certification
* Maintain current peer certification once obtained

Physical Demands

PHYSICAL DEMANDS: The physical demands 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

While performing the duties of this job, the employee is regularly required to communicate in person or by telephone. The employee must be able to travel to client locations. The employee is frequently required to stand, walk, reach, bend, and sit.

Work Environment

Most of the work of the Peer Recovery Specialist is done out in the community and within the office setting with Consumers. Conditions such as safety, cleanliness and comfort vary widely.

Conditions of Employment

* Completion of tuberculin screening no later than three days prior to first day of employment and annually thereafter
* Completion of MMR, Varicella, influenza and coronavirus vaccine
* Completion of a pre-employment drug screening and completion of post-employment drug or alcohol tests upon reasonable suspicion of use.
* Completion of Center-wide orientation and ALL required paperwork prior to reporting for work
* Demonstrated computer literacy through successful completion of pre-employment testing may be required.
* Completion of HCI Commitment to Quality Training, Trauma Informed Care, and e-learning
* Successful completion of New Employee Department Checklist within 90 days of employment
* Attendance at all mandatory staff development and training
* Successful completion of a six-month on-the-job orientation period
* Participation in payroll electronic deposit
* Adherence to Compliance Program Plan
* Satisfactory reference and background investigation checks.
* Satisfactory completion of an Indiana Department of Child Services Criminal fingerprinting background, Indiana State Criminal History Check, Sex and Violent Offender Registry, Child Protection Services History and Local law enforcement agency checks at the time of hire and every four years (or at contract renewal when applicable) for any employee that has direct contact on a regular and continuing basis DCS consumers.
* Complete Recovery Works Training
* Successful completion of EMR orientation/training.
* Successful completion of Initial Competency Assessment within the first 30 days of employment
* Successful completion of Mental Health First Aid
* Successful completion of all drug screen procedures training from outside agency
* Successful completion of Annual PES
* Adherence to all policies, procedures, rules and regulations set forth by Hamilton Center, Inc.

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principle job elements essential for making fair pay decisions about jobs.

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\_\_\_\_\_ Job Description is accurate \_\_\_\_\_ Job Description should be updated

Employee Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature/Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature/Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*My signature verifies that I have reviewed this job description.*