

ALTA CARE GROUP

Job Duties and Requisite Work Skills

T.O. Position Number:

F.T.E.

Division: Behavioral Healthcare

Position Series/Service Area: Client Care

Position Category: Peer Support

Job Description Effective Date: 09/07/2017

Worker Name:

Credentials:

FSLA Exempt Status: Yes No

Working Title: Peer Recovery Supporter

Effective Date:

Administrative Supervisor: _____ **Date:** _____

Worker Signature: _____ **Date:** _____

GENERAL RESPONSIBILITIES

To function as a role model, mentor, and advocate as a means to support other persons in their journey of recovery from mental health issues.

SPECIFIC ESSENTIAL FUNCTIONS OF THE JOB

1. Provide education and on-going exploration of needs to peers related to their recovery through all phases- engagement, initiation, stabilization and maintenance.
2. Act as a liaison between peers and the professionals involved in their lives.
3. Help peers make progress towards their goals set forth in recovery.
4. Help peers identify strengths, weaknesses and barriers that may exist in their journey towards recovery.
5. Model personal responsibility for recovery.
6. Assist peers in recovery with community connections and linkages when needed for the betterment of the individual’s goals set for recovery. This includes helping peers identify and connect with natural supports.
7. Learn and assist peers in recovery in utilizing positive problem solving skills.
8. Engage in outreach.
9. Promote self-determination, self-advocacy, well-being and independence with peers in recovery.
10. Support peers in recovery in their work towards vocational goals.

Support to Alta:

- A. Must commit to satisfying the Ohio Mental Health and Addiction Services Board requirements for Certified Peer Recovery Supporter.
- B. Attend and participate in regularly scheduled meetings and other supervision activities.
- C. Attend routine, periodic, and other Departmental/Alta staff meetings as assigned and/or notified.
- D. Be able to participate in training regarding mental health processes, advocacy and be trauma informed.
- E. Assist in collecting and compilation of objective data so as to accurately assess success of services as they related to service outcome goals.

Time Accounting:

- A. Maintain and file on a timely basis accurate time accounting as required by the Alta management information system, to account for employee’s activities.

File Management:

- A. Maintain accurate and detailed file records as required by Alta policies as they apply to the documentation of services.

WORK RELATIONS/CHARACTERISTICS

- 1. Must be a person with a lived experience in mental health or co-occurring mental health and substance use issues.
- 2. Knowledge and ability to teach and engage in basic problem solving strategies to help peers in recovery.
- 3. Proven ability to establish and sustain stability in recovery.
- 4. Ability to support connections to self-help and educational groups.
- 5. Have an ability to engage peers in a positive manner.
- 6. Must be at least 18 years old.
- 7. Prompt completeness of assigned tasks.
- 8. Thoroughness in task completion.
- 9. Initiative in carrying out of job responsibilities.
- 10. Loyalty to organization's interests.
- 11. Sense of ethics.
- 12. Maintain a positive work attitude.

WORKING CONDITIONS

- 1. Physical ability, with reasonable accommodation if necessary, to perform specific responsibilities included in the job description.
- 2. Ability to write legibly and operate phone equipment, with reasonable accommodation, if necessary.
- 3. Reliable transportation for self as primary work environment is throughout the community.
 - A. Possess a valid Ohio Driver's License.
 - B. Current auto liability insurance to the limits required by the Ohio Department of Motor Vehicles.
- 4. Citizen of the United States.
- 5. Absence of past criminal activity, which would bring into question Alta professional and personal integrity as it implies to the position responsibilities and absence of any exclusionary offenses as defined by the Ohio Department of Mental Health and Addiction Services for Peer Support Specialists.
- 6. Ability to perform job responsibilities at sites/locations and at times based on needs of the client.
- 7. Flexibility in adjusting work schedule, days and hours as necessary to fulfill the responsibilities of the position.

Other:

- 1. Must be able to pass BCI/FBI background check.

REQUIRED EDUCATION/EXPERIENCE

- 1. High School Diploma or equivalency.

PREFERRED QUALIFICATIONS

- 1. Preference will be given to candidates with previous experience working with children and families in a mentoring capacity, trusted members of the community and/or have an exceptional understanding of the local community.