



Date Revised: May 9, 2023

PEER RECOVERY SPECIALIST

Exempt:	No
Department:	County Circuit Court
Division:	4
Reports To:	Circuit Judge
Location:	Washington County Courthouse

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist individuals in identifying personal goals for recovery using both one-on-one and group sessions.
- Support the individual in goal setting and development of a recovery plan by providing skills, strengths, supports and resources to aid them.
- Assist individuals with obtaining community resources for substance use treatment, recovery, housing, childcare and transportation, build social skills, education and employment opportunities, obtain medical services, and other recovery oriented activities.
- Assist individual by helping connect individual to the recovery community including inpatient and outpatient substance use services if needed.
- Communicate information with individuals and their treatment team
- Perform any other related duties as required or assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- At least 2 years of success in personal recovery from substance abuse
- Ability to utilize individual and group skills
- Knowledge of local community resources

EDUCATION and/or EXPERIENCE:

- Certified Peer Recovery Support Specialist for 1 year
- Any other documents required by the State

COMMUNICATION SKILLS:

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.



The incumbent must possess strong communication skills and excellent interpersonal skills; must possess the ability to establish and maintain good rapport with individuals often under difficult circumstances; must be able to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents in English; must be able to respond to complex or difficult inquiries or complaints from clients, regulatory agencies, or members of the business community.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.



WASHINGTON COUNTY

Job Description – Peer Recovery Specialist

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations. Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: *Patty Burchett*

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____