Job Title: Certified Peer Support Specialist or Certified Peer Recovery Coach

Supervised by: Program Director

FLSA Status: Non-Exempt

Position Status: Full-Time / Part-Time / Occasional Part-Time

General Description

The Certified Peer Support Specialist or Certified Peer Recovery Coach will function as a role model to peers, exhibiting competency in personal recovery and the use of coping skills. He/she serves as a personal guide and mentor for consumers seeking, or already in, recovery from substance use disorders, mental illness, or co-occurring disorders, and supports a consumer’s journey toward recovery and wellness by creating and sustaining networks of formal and informal services and supports while modeling the many pathways to recovery as each individual determines his or her own way.

The Certified Peer Support Specialist provides direct services to support consumers with health navigation, accessing resources, and supporting a person centered recovery journey to achieve community inclusion and participation, independence, recovery and resiliency. He/she will assist consumers in connecting with community services (e.g., Medicaid, food stamps or other necessary financial support), and be a consumer’s navigator through the CMH system when requested by the consumer and may assist consumers as an advocate in adjudication processes.

The Certified Peer Recovery Coach serves as a guide to initiate, achieve and sustain long-term recovery from addiction including medication assisted, 12-step, and other pathways to recovery. He/she helps to remove barriers and obstacles, and links the consumer to resources in the recovery community.

Minimum Qualifications

Certified Peer Support Specialist: high school diploma or equivalent (GED) and Certified Peer Support Specialist certification from Michigan Department of Health and Human Services (MDHHS) are required. Lived experience with a mental health diagnosis, and at least three years of recovery.

Certified Peer Recovery Coach: high school diploma or equivalent (GED) and Peer Recovery Coach certification from MDHHS are required; lived experience with a substance use disorder (SUD), and at least three years of sobriety and recovery.

Competencies

- Good use of telephone, listening, and communication skills.
- Attention to detail and excellent organizational skills are required.
- Experience with Microsoft Office applications (Word, Excel, Power Point, etc.) is highly desirable.
- Good written communication and grammatical skills are required.
- Be able to work with diverse populations.
- Excellent customer service skills are required.
- Basic reading and arithmetic skills are required.
- The ability to demonstrate absolute discretion with confidential information is required.
- The ability to demonstrate professionalism when dealing with consumers is required.
- Experience using office equipment (including, but not limited to, desktop telephone, computer, copier, fax machine, scanner, laser printer, and desktop calculator).
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**Essential Duties and Responsibilities**
1. Duties specific to assigned program team’s functions.
2. Facilitate support groups.
3. Assist consumers as directed in the Individual Plan of Service (IPOS).
4. Facilitate IPOS when requested by consumer.
5. Assist consumers in signing up for Medicaid, Food Stamps or other necessary financial support.
6. Provide skill building as identified in the IPOS.
7. Participate in integration of physical and behavioral health care.
8. Develop and implement health and wellness classes.
9. Intervene on behalf of consumers (i.e. with doctors, landlords, employers, etc.) when appropriate.
10. Attend appointments with consumers when needed.
11. Connect consumers and community members with needed community resources.
12. Assist consumers in negotiating other systems.
13. Provide guidance to staff and others about how to access other community resources.
14. Carry out additional duties as assigned by supervisor.

**Supervisory Responsibilities**
None

**Other Duties and Responsibilities**
- Work cooperatively with program staff and across programs at LCMHA.
- Maintain positive working relationships with agencies in the community.
- Attend program clinical staff meetings as needed.
- Complete all paperwork in a timely manner.
- Attend LCMHA mandatory in-service training.
- Participate in LCMHA Quality Improvement Program.
- Comply with LCMHA Consumer Appeals Policy.
- Comply with all LCMHA policies and procedures.

**Physical Demands and Work Environment**
Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

Should be able to bend, stretch, reach, and lift up to 20 pounds. An individual in this position needs to move about inside the office occasionally to access file cabinets, office machinery, etc. The work environment involves sitting most of the time in an office environment infrequently exposed to extreme temperature, noise, fumes, dust, etc.

The physical demands and work environment described here are representative of those that should be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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Job Description Review

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

My signature verifies that I have received a copy of the job description and that my supervisor has reviewed it with me. I will be able to perform the essential duties and responsibilities of this position with or without accommodation. I understand that I will inform management of my accommodation needs if I will need accommodation for this position.

Employee: ______________________________________ Date Signed: ________________