



WORKING TITLE: RECOVERY HOUSING PEER SPECIALIST	CLASSIFICATION: HUMAN SERVICES SPECIALIST I
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: VARIES
PAY RANGE: OPEU 17	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIRMENTS: ATTACHED	WORKERS COMP CODE: 8742
PPE: PER WORK LOCATION	REVISION DATE: APRIL 2021

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Provides a wide range of supports, services, and advocacy that contribute to individuals/families affected by substance use disorders' ability to engage in treatment and pursue recovery goals. Assists individuals and/or families in accessing needed resources, addressing barriers related to substance use disorders, and engaging in activities that promote recovery. These services may include but are not limited to individual and/or skills training, self-help support groups, drop-in centers, outreach services, education, and advocacy.

SUPERVISION RECEIVED:

Works under general supervision of Program Manager.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this position.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Leads recreational, social, and/or occupational activities.
- Serves as a link between clients and other needed services.
- Provides supportive services to clients and/or families on a selective basis.
- Serves as primary skill trainer in selected individual or group activities.
- Supports in carrying out agency programs.
- Assists with promotion and development of new programs and resources in the community.
- Provides information to promote public interest and advocacy for services for individuals with substance use disorders.
- Assists individuals in developing and utilizing recovery skills.
- Provides linkage with local peer organizations.
- Assists the individual and treatment team in developing a care coordination plan.
- Maintains current records of treatment as required, including service plans, updates of plans, summaries, and reports of progress according to agency and administrative rule standards.
- Performs other administrative tasks required by the program supervisor/manager.
- Participates in team/program staff, business, and supervision meetings as scheduled.
- Assists in program evaluation and research activities.

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- Provides provide services as part of a multidisciplinary team and/or evidenced-based practice model, as assigned or required.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assists in evaluations of clients and families with specialized problems.
- Counsels with clients and/or families on a selective basis.
- Participates in staff or case conferences with other disciplines regarding treatment plans for residents.
- Performs or assists with outreach, case management, mediation monitoring, urgent intervention, skill training and socialization, identifying and coordinating vocational and residential services, and daily structure and support for individuals with behavioral health disorders.
- Assists in training volunteers and coordinating the volunteer program.
- Prepares statistics and other administrative reports as required.
- Provides on-site coordination and support for apartment complex residents.
- Tracks and reports outcome data as requested by supervisor/manager.
- Networks with partner agencies including Provoking Hope, DHS, and Head Start.
- Collects UA's, monitors staff documentation per contractual mandates and regulations, maintains client files, per policy and OAR's.
- Tracks and replenishes petty cash.
- Supports staff in the coordination of client's behavioral consequences with treatment team and allied providers.
- Assists supervisor/manager in developing workflows, policies and procedure as needed
- Provides other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Concept of recovery and resiliency for individuals with substance use disorders.
- General mental health, co-occurring disorders and other issues related to people with substance use conditions.
- Skill training interventions that support clients in achieving recovery goals.
- Mandatory reporting requirements and the appropriate levels of information to be shared.
- Confidentiality rules, especially those specific to program area.
- Policies, rules, and regulations for program.
- Community and partner agencies and resources relevant to program.
- Housing Authority of Yamhill County (HAYC) programs and procedures; including Section 8 rules and regulations, and Tenant Landlord law.

SKILL IN:

- General keyboarding and computers.
- Microsoft Windows environment inclusive of using Word, record keeping programs, general keyboarding, and other computer skills.
- Effective communication, both verbally and in writing.
- Working with individuals who have substance use disorders.
- Managing multiple projects.
- Customer service principles.

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ABILITY TO:

- Treat others with dignity and respect.
- Work with integrity, demonstrating strong ethics.
- Benefit from in-service training activities.
- Maintain confidential communications and protect confidentiality of records.
- Work harmoniously with peers and professionals in various disciplines and to meet and work with other professional and nonprofessional people in the community.
- Understand the needs of individuals and gain the interest, respect, and cooperation of others.
- Write concisely and prepare meaningful reports.
- Set clear boundaries with residents during non-work hours and refer to alternative supports.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A Bachelor's degree in human services related field OR a combination of at least one year's work experience AND two years' post-secondary education in human services related field OR a high school diploma AND three years' work experience in human services related field. Background in substance use disorder treatment or lived experience with recovery lifestyle demonstrated by having a CADC I or CRM certification.

Requires an NPI number or ability to obtain one upon employment. Must not be excluded from participation in federal health care or federally funded programs that provide health benefits and must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent works in the community and an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

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This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.