



HRIS Title: Forensic Peer Recovery Support Specialist	Job Code: TBD
Safety Sensitive Position: YES	Job Grade:
Local Title: Peer Support Specialist	Department: Direct Care
FLSA Status: Non-Exempt/24.0 hours per week	Reports To: Forensic Program Manager
Supervises: None	Effective Date: 06/14/2021

All direct care staff of Hope Lives-Vive la Esperanza (HLVLE) shall be supervised by a certified Behavioral Health Technician as defined by the State of Arizona.

GENERAL DESCRIPTION:

- Facilitates and models recovery principles while fulfilling HLVLE's mission statement and pursuing the HLVLE vision
- Meets minimum AHCCCS credentialing requirements for Behavioral Health Paraprofessional and remain current on all continuing education
- Develops and supports recovery principles through group class/workshop sessions and one-on-one member peer support
- Ensures completion of paperwork, sign-in and security procedures (follows HIPAA and confidentiality policy and procedures)
- Handles special facilitative projects and program marketing as well as overflow work from department(s) as directed by supervisor/designee
- Remains current on all AHCCCS billing and claims
- Serves as overflow staff for front desk
- Assists supervisor/lead(s) with overflow work, including word processing and data entry as directed by supervisor
- Follows all HLVLE's policies, procedures and protocols

ESSENTIAL FUNCTIONS:

- Assisting recipients in identifying and articulating personal recovery goals
- Assisting recipients in determining the objectives the recipients needs to take in order to reach their recovery goals
- Assisting recipients in determining "problems"
- Determining interventions based on recipients' recovery/life goals
- Observing progress recipients make toward meeting objectives
- Understanding and utilizing specific interventions necessary to assist recipients in meeting their recovery goals
- Leading as well as teaching recipients how to facilitate recovery dialogues
- Assisting recipients in setting up and sustaining self-help (mutual support) groups
- Assisting recipients in creating a recovery plan
- Utilizing and teaching problem solving techniques with individuals and groups
- Teaching recipients how to identify and combat negative self-talk



- Teaching recipients how to identify and overcome fears
- Teaching and facilitating workshops/classes
- Supporting the vocational choices recipients make and assisting them in overcoming job-related anxiety and/or barriers to maintaining employment (peer coaching)
- Assisting recipients in building social skills in the community that will enhance job acquisition and tenure
- Attending treatment team meetings to promote recipients' use of self-directed recovery tools
- Teaching and role modeling the value of every recipient's recovery experience
- Assisting the recipients in obtaining decent and affordable housing of his or her choice in the most integrated, independent, and least intrusive or restrictive environment
- Modeling effective coping techniques and self-help strategies
- Continuing to develop and share recovery-oriented material
- Attending continuing education, seminars, meetings, and in-service training when offered for professional development
- Providing and advocating for effective recovery-based services
- Assisting recipients in obtaining services that suit that recipient's recovery needs
- Informing recipients about community and natural supports and how to utilize these in the recovery process
- Assisting recipients in developing empowerment skills through self-advocacy and the use of human experience language to combat stigma

COMMUNICATION:

- Maintains and follows effective communication with supervisor, recipients, coworkers and other community members
- Maintains a professional demeanor at all times
- Checks deadlines on incoming requests and puts preliminary work in play

KEY DUTIES:

- Maintains and follows satisfactory punctuality and attendance as set on the work schedule
- Maintains contract encounter objectives
- Documents billable activities that encourage, assist and support recipients in expressing their perspectives, including assessment, service planning and service delivery, which demonstrate Hope Lives-Vive la Esperanza's focus on diverse/integrated community transformation
- Transports recipients using HLVLE and/or personal vehicles as directed



Physical Requirements:

Sitting for long periods
 Standing for long periods
 Lifting up to 30 lbs
 Typing

Alternative work hours (between 6:00am and 6:00pm, some weekends) Working on a computer 2-4 hours a day

Driving
 Kneeling
 Bending/Stooping
 Traveling

MINIMUM REQUIREMENTS/QUALIFICATIONS:

MINIMUM REQUIREMENTS (Skills necessary to meet minimum performance standards of the position)

MUST BE AT LEAST 21 YEARS OF AGE PER STATE REGULATIONS

MUST HAVE VALID ARIZONA DRIVER LICENSE WITH NO RESTRICTIONS

MUST HAVE CLEAN 39-MONTH MOTOR VEHICLE RECORD

Industry: Behavioral Health/Human Services/Community Run Organization

Education: HS/GED Associates Degree BA/BS MA/MS/MBA PHD

****Must provide copy of Diploma/Degree or Certified GED/HS/College Transcripts at hire***

****Must be certified as a Forensic/Peer/Recovery Support Specialist***

Experience: 0 yrs. 1-3yrs. 3-5yrs. 5-8yrs. > 8yrs.

Job Specific: Behavioral Health Services recipient or family member of same with sufficient recovery and system experience to coach, mentor, guide, and support others. Valid Arizona Driver License required.

Knowledge, Skills, Abilities: *Lived experience of incarceration or immediate family member with experience of incarceration (parent, child, spouse, sibling, grandparent), and lived experience or immediate family member with experience of substance use, and/or lived experience or immediate family member with experience with suicide.*

Computer Skills: General Internet; Basic Data Entry; Microsoft: Word, Excel, PowerPoint; Google: Mail, Calendar, Drive



PREFERRED QUALIFICATIONS: (Additional skills necessary to exceed minimum performance standards) Bilingual (English/Spanish); Credible experience

Effective interpersonal skills; good written and verbal communication skills; must have level of emotional maturity that reflects appreciation of individuals from all ethnic, racial and/or religious backgrounds; values must reflect compassion and concern for others as well as the belief that all individuals, regardless of their circumstances or the severity of their disabilities, deserve respect and dignity; sound judgment; ability to follow directions; time management skills; must be able to share common experiences with behavioral health recipients; reliable transportation a must.
