



CERTIFIED PEER SUPPORTER - COMMUNITY

Reports To:	Community Manager
FLSA Status:	Non-Exempt
Work Schedule:	Variable
Salary:	Hourly

Position Summary:

Thrive Peer Recovery Services is on a mission to empower individuals on their recovery journey. Our vision includes fostering trusting relationships, community engagement, and personal growth. If you're passionate about our values of accessibility, collaboration, excellence, agility and a deep commitment to those we serve, you'll find your purpose here. A Certified Peer Supporter is a trained individual who has lived experience with substance use disorder and/or mental health who provides one-to-one strengths-based support to peers in recovery, empowering them to make healthier choices on a day to day basis.

Essential Duties and Responsibilities:

- Through identifying as a person in recovery and intentionally sharing their recovery story; use this as appropriate means to assist clients, provide hope, and help in changing patterns and behaviors
- Help peers understand recovery, as well as identify and achieve their own recovery needs, wants and goals
- Conduct outreach to peers to engage them in peer support services
- Provide information and opportunities for individuals to direct their own recovery and advocacy processes - individualized recovery action plans will be utilized to assist and guide individuals toward their own personal goals
- Assist clients in finding resources for harm reduction, detoxification treatment, family support, and support groups
- Teach and support acquisition and utilization of skills needed to sustain recovery from substance use
- Responsible for maintaining accurate records and notes, confidentiality, and compiling timely reports
- Maintain records and provide assistance with appropriate documentation in files and computer database
- Achieve all performance goals in regards to client outreach, engagement and services provided
- Enter all peer notes in an accurate and timely manner including phone notes
- Provide recovery resources to individuals and their family members
- Advocate for the needs of each individual
- Complete caseload management including all necessary documentation
- Communicate with healthcare staff to build a rapport and coordinate care
- Complete all supervision and attend required meetings and documentation to ensure compliance with regulations
- Other duties as assigned

Requirements:

- Identify as a person in recovery with at least one year of successful recovery
- Certified Peer Supporter in the state of Ohio
- Working knowledge of different pathways to recovery and social systems including evidence based practices
- Understands problems analysis, decision-analysis, evaluate interventions, and contingency plans
- Ability to be an active listener by asking questions and reflecting on what is being said
- Knowledge of area resources that may aid client in ongoing recovery (i.e. transportation, treatment providers, sober support systems)
- Proficient level of ability with computer; Microsoft Office Products
- Effective written and oral communication skills; ability to articulate information clearly



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- Valid driver's license and vehicle insurance
- Working smart phone capable of downloading applications as part of the job, maintain compliance with organizations BYOD policy (IT-003)
- Flexible schedule in order to meet the needs of clients on caseload

Preferred Qualifications:

- Experience in peer recovery services, social service, customer service or non-profit environment
- Experience with electronic health records or other industry related types of applications and software

Education: High School Diploma or GED equivalent

Behavioral Competencies:

- Leadership
- Empathy
- Compassion
- Positive Attitude
- Mission driven
- Accountability

Physical Demands: The physical demands described here are representative of those that should be met by an individual to successfully perform the essential duties of this job. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential duties. The position requires sitting and standing throughout the day, manual dexterity to type on a computer keyboard and operate general office equipment.