



CLASS SPECIFICATION FOR:

Peer Recovery Specialist Trainee

General Statement of Duties:

Under supervision, performs a variety of hands-on outreach and follow-up duties to gain the required 500 hours of relevant supervised peer support experience; greets individuals coming into Same Day Access and assists individuals with the completion of paperwork; makes outreach calls; follows up with consumers receiving services; does related work as required.

Distinguishing Features of Class:

This is a trainee classification under-filling the paraprofessional position of Peer Recovery Specialist. Trainees are in the process of completing all the requirements to become a Certified Peer Recovery Specialist. Until the trainee becomes a Certified Peer Support Specialist, all hands-on work is performed under supervision. Under direct supervision a trainee performs a variety of hands-on duties to help Peer Support Specialists and other staff provide individuals in recovery and family members with a support system to help them develop and learn healthy skills and gain access to needed community resources. Receives direct supervision that is administrative, evaluative, clinical, and supportive (mentoring/coaching) in nature.

Examples of Assigned Duties (*illustrative only of the types and scope of duties and responsibilities assigned to positions in this class*):

- Greets individuals coming into Same Day Access (SDA) and assists them with paperwork and understanding the SDA Process;
- Makes outreach calls to individuals who have been discharged from hospitals but have not appeared for an SDA appointment;
- Makes follow-up calls to open clients who have been recently hospitalized to ensure reintegration into the community;
- Consults with supervisor, Peer Recovery Specialist or other appropriate staff to respond to requests for information from consumers, families, staff, other agencies and members of the public;
- Under supervision learns to:
 - Develop collaborative relationships with appropriate boundaries with consumers, models and encourages consumers to assist in the development of recovery-oriented lifestyles and support systems;
 - Develop and maintain respectful trusting, positive working relationships with appropriate boundaries with assigned consumers, families, staff, other agencies, members of the public;
 - Serve as a mentor and recovery coach to clients by sharing personal recovery story while maintaining appropriate professional boundaries;
 - Appropriately encourage consumer and family participation in services planning and program development;
 - Appropriately collaborate with individuals to identify, link, and coordinate choices with resources;
 - Recognize and practice the importance and appropriateness of incorporating the consumer's perspective and values in decision-making and advocates for multiple pathways to recovery/wellness;
 - Identify appropriate outreach and support for mental health consumers receiving services;
 - Advocate for consumers within systems to promote person-centered recovery/wellness support services;
 - Mentor and support consumers in the development of effective communication skills, conflict resolution skills and problem-solving skills;
 - Identify and link consumers to the appropriate agency and community provider appointments and assists clients with obtaining needed community resources;
 - Recognize and report risk indicators that may affect the individual's welfare and safety;
 - Recognize and appropriately report personal risk indicators to assure consumers' personal welfare and safety;
 - Communicate openly and directly with consumers, families, staff, other agencies, members of the public;
- Collaborates and cooperates effectively with other department units and divisions to further the work of the agency;
- Accurately maintains records in accordance with agency, Medicaid, licensure, and CARF documentation standards;
- Develops and maintains a sound up-to-date working knowledge and understanding of department, program and resource related policies, procedures and reporting requirements;
- Actively participates in and completes all scheduled meetings, required trainings and audits;
- May be required to work a flexible schedule or an on-call rotation;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Working towards the successful completion of all requirements to become a Certified Peer Recovery Specialist which includes:

- Must be self-identified as having former personal, lived experience in their own recovery, or have self-identified personal, lived experience with a family member or loved one in recovery, and willingness to share personal story;
- Successful completion of 72 hours in each of the four domains of the Virginia Department of Behavioral Health and



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Developmental Services (DBHDS) CPRS Training Curriculum: Advocacy, Ethical responsibility, Mentoring and Education, and Recovery/Wellness Support;

- Successfully passed the IC&RC Peer Recovery Specialist competency exam;
- Successful completion of 500 hours of supervised hands-on experience relevant to the four CPPRS domains (advocacy, ethical responsibility, mentoring and education, and recovery/wellness support).

Additional knowledge, skills and abilities include: basic working knowledge of signs and symptoms of mental illness, substance use disorders, behavior management and early indicators of crisis; basic understanding of professional boundaries and recovery model; basic understanding of the stages of change and recovery as well as the signs of distress and crisis; basic understanding of HIPPA, Human Rights and all confidentiality laws and policies; basic working knowledge of the Agency Compliance Plan, Code of Ethics, Confidentiality, Fraud Policy, Human Rights Plan, Blood Borne Pathogens, Cultural Competency, HIPPA Regulations, Incident Reporting, and Violence Management; basic knowledge of the consultative approach in decision-making; basic understanding of the impact of trauma; ability to appropriately apply the principles of individual choice and self-determination; excellent attention to detail and organization skills with the demonstrated ability to plan and complete work assignments accurately and in a timely manner within established deadlines, specifications and regulations; ability to accurately multi-task; personal accountability and professional integrity; ability to model and communicate the importance of self-advocacy as a component of recovery/wellness; demonstrated ability to read, and consistently comprehend, interpret, apply and communicate policies accurately; demonstrated sound judgement; sound problem solving skills; sound interpersonal skills, including good written and verbal communication skills, with the ability to interact professionally with diverse audiences of consumers, family members, internal and external staff, regulators and other relevant stakeholders and maintain effective therapeutic and working relationships with appropriate boundaries; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain respectful trusting, positive working relationships with relevant internal and external stakeholders; sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; sound math skills necessary to perform accurate calculations. May require the ability to work a flexible schedule to meet consumer and administrative needs or on-call rotation.

Minimum Education and Experience:

Education: Graduation from high school with coursework or degree in a relevant field preferred;

Experience: Some previous relevant work experience is preferred;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to perform assigned duties at various locations Countywide.
- May be required to work a flexible or on-call schedule.