



## MADISON - DANE COUNTY

◆ ◆ ◆ ◆ Safe Communities Madison Dane County is seeking applicants for Recovery Coaches/Certified Peer Specialists ◆ ◆ ◆ ◆

Peer Provider Job Description  
General Peer Provider (Non-Program Specific)

Position Title: Recovery Coach and /or Certified Peer Specialist (CPS) (title can be discussed upon hiring depending on training)  
Classification: Hourly, As Needed  
Program: Non-Program Specific

### Position Responsibilities:

◆ Delivers Recovery Coach and CPS services to people in various environments to link them with resources, guide into treatment and recovery services and through sharing of lived experiences.

### Must have in order to apply:

◆ 48 hours Certified Peer Specialist Training and/or 30 hours CCAR Recovery Coach Academy or equivalent education. If coming in with the CCAR Recovery Coach certificate, that the CPS certification be the goal.

### Essential functions of this job include, but are not limited to:

- ◆ Attend, participate and complete all essential trainings in order to deliver adequate services to people providing services to, specifically including:
  - ◆ Provided by Safe Communities MDC
  - ◆ 1-hour HIPAA training
  - ◆ 1-hour de-escalation skills training
  - ◆ 3 hours Motivational Interviewing workshop or videos
  - ◆ 1-hour Neuropharmacology with opiates
  - ◆ Narcan Training

- ◆ Attend, participate and complete any required trainings by the agencies Safe Communities is partnered with.
- ◆ Be able to arrive in a timely manner to appointments or venues after dispatched to meet with the person providing CPS services to.
- ◆ Communicate effectively with agencies staff, person providing CPS services to and Supervisors of Safe Communities.
- ◆ Have a working knowledge of resources in the Dane County area that will assist the person providing peer support to in being successful in their defined recovery.
- ◆ Be able to share own story of recovery and surviving the challenges of substance use disorder.
- ◆ Accurately record time spent with person providing CPS services to and mileage for reimbursement.
- ◆ Responds to needs of person providing CPS services to during transition period from time of referral to treatment and recovery for Substance Use Disorder.
- ◆ Meets with supervisors or team regularly or as requested for updates and discussions for best practices or difficult situations.
- ◆ Communicates any issues with Program Supervisor immediately with person providing CPS services to or referring agency staff.
- ◆ Maintains person providing CPS services to's protected health information private and respects their rights.

#### Recovery Coach and Certified Peer Specialist Qualities:

- ◆ Has the ability to establish empathy with person providing CPS services to.
- ◆ Practices cultural responsiveness by working with diverse populations.
- ◆ Embraces the idea that there are many paths to recovery.
- ◆ Maintains flexible hours to accommodate needs of person providing CPS services to, referring agency and Safe Communities.
- ◆ Maintains a positive and enthusiastic outlook when working with person CPS services peer support to.
- ◆ Discipline to adhere to Safe Communities guidelines for essential functions of a Recovery Coach and Certified Peer Specialist.
- ◆ Works professionally with first responders and other public agencies.
- ◆ Possesses professional boundaries when working with person providing CPS services to and support people.

◆ **Physical Demands:** While performing the duties of this job, the Recovery Coach and CPS is often required to sit, stand, walk, use hands, talking and listening. At times the Recovery Coach and CPS may be required to crouch, crawl, reach, stoop or kneel. The Recovery Coach and CPS may at times, although rare, lift up to 25 pounds. Visual demands include peripheral, depth perception, focusing, close vision and distant vision. Safe Communities does provide reasonable accommodations for those who request it.

- ◆ Reasonable accommodations will be honored to meet essential functions and responsibilities. Reasonable accommodations include, but are not limited, to assistive devices that are used to communicate with audible words, translation services, alternative spaces for meetings to meet mobility needs. Others available upon request and discussion.
- ◆ Work Environment: The Recovery Coach and CPS may be exposed to many types of weather occurring in the environment. Some of the work performed will be in the Emergency Department where Recovery Coaches and CPS's will be exposed to environmental dangers there but will be appropriately trained prior to entering into environment. The noise level typically remains of moderate level.

#### Qualifications:

- ◆ A High School diploma or equivalent is required
- ◆ Must be able to have Recovery Coach training and CPS Training and pass the exam within 3 months of accepting the position and must maintain all required trainings to keep certification up to date.
- ◆ Must possess reliable transportation or a reliable ability to be able to meet with person providing CPS services to as required by program standards. If driving people whom you are providing CPS services to, must have a valid driver's license and insurance as required by the State of Wisconsin.
- ◆ Must possess skills to work cohesively with agency staff members, people providing CPS services to, other Recovery Coaches and CPS's, hospital employees, resource contacts and a diverse population.
- ◆ Must be up to date on vaccinations (TDAP, MMR or Titters) and have had negative TB test in the past year.

#### Rate of Pay:

- ◆ Recovery Coaches and CPS's are compensated at an hourly rate of \$19.00-\$21.00 an hour while performing duties related to direct contact or care with person providing CPS services to.
  - ◆ If a person is on call, they are compensated at \$2.00 an hour during the times they are on call, and the regular hourly rate if the on-call time results in direct contact care.
  - ◆ All trainings and administrative work pertaining to the Coach and CPS and their responsibilities are compensated at \$19.00-\$21.00 an hour, i.e.: Orientation and paperwork, in-services or presentations attended, attending summits or conferences.

◆ ◆ ◆ If there is a question on what qualifies as a training or direct service, please discuss with program manager.

Please send resumes to [TKraege@safercommunity.net](mailto:TKraege@safercommunity.net), if you have questions please contact Drug Poisoning Prevention Team Manager, Tanya Kraege at 608.228.3295.

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