

**Peer Support Specialist/Recovery Coach
Behavioral Health Services
Human Services**

Basic Function

Provide comprehensive peer support services to individuals presenting with opioid/stimulant use issues, including those with legal convictions.

Essential Duties

- Provide screening, referral, follow-up for opioid/stimulant consumers.
- Maintain all necessary documentation for Opioid/Stimulant grants.
- Monitor and provide peer support to Opioid/Stimulant consumers.
- Engage consumers in peer support and/or treatment services.
- Coordinate vivitrol injections as needed.
- Coordinate with the jail, courts, and other agencies in referring opioid/stimulant consumers to MAT.
- Participate in professional staffing and meetings as required.
- Maintain a professional and confidential relationship with consumers.
- Maintain records in compliance with Racine County, Wisconsin, and Federal regulations.
- Follow all local, State and Federal laws governing AODA-related treatment including HIPAA and 42 CFR.
- Focus on continued quality improvement.
- Maintain required production levels.
- Provide services in the County jail, as needed.
- Provide oral and written communication that is appropriate to the task and in accordance with agency, DHS 75 and Medicaid standards.
- Make intervention and assessment decisions using the “Best Practice” philosophy.
- Work collaboratively with law enforcement, families, other county departments, schools, acute care services providers, and other community resources to coordinate appropriate crisis resolution and referral.
- Communicate pertinent information on a timely basis and participate in clinical supervision case reviews, staffing, and/or case planning meetings.
- Complete all necessary health care/medical and financial record documentation required to maintain complete medical and financial billing records.
- Provide crisis therapy when indicated. (Only appropriately credentialed staff)
- Perform other duties as assigned, including responding to an emergency event.

Supervision Received

Receives supervision from the Clinic Director.

Qualifications

- Experience as Recovery Coach or Peer Support – Certified Peer Support or the ability to obtain certification within one year of hire.

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- Valid Wisconsin driver's license and automobile insurance are required.
- Prompt and regular attendance.

Knowledge, Skills & Abilities

- Ability to establish a professional relationship.
- Ability to relate to a highly diverse population.
- Ability to work independently.
- Ability to solve problems and negotiate solutions.
- Knowledge of DHS 75 regulations.
- Knowledge of evidence-based practices.
- Knowledge of community resources.
- Ability to work well with the treatment team and community members.
- Ability to communicate orally and in writing
- Interacts with the public in a professional manner.
- Must be able and willing to work evenings.
- Ability to lift 20 pounds and walk up and down stairs.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Racine Friendship Clubhouse complies with federal and state disability laws and makes reasonable accommodations for applicants and candidates with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, please contact Jackie Hartley at jackie@gopartnergo.com or 262-220-3703.