

Alta Care Group

Job Description – Family Peer Recovery Supporter

POSITION:	Family Peer Recovery Supporter
SUPERVISOR:	Clinical Supervisor
STATUS:	Non-Exempt
POSITION SERIES:	Client Care
RATE:	Commensurate with Alta Salary Scale

General Responsibilities

To function as a role model, mentor, and advocate to support other caregivers in their journey in navigating systems of care on behalf of the person's recovery from behavioral health and/or substance use issues.

Specific Essential Functions of the Job

1. Family Peer Recovery Support

- Provide education and on-going exploration of needs to caregivers related to the person's recovery through all phases- engagement, initiation, stabilization and maintenance.
- Act as a liaison between caregivers and the professionals involved in their lives.
- Help caregivers make progress towards the goals set forth with the person in recovery.
- Help caregivers identify strengths, weaknesses and barriers that may exist in their journey on behalf of the person towards recovery.
- Model personal responsibility for recovery.
- Assist caregivers and peers in recovery with community connections and linkages when needed for the betterment of the individuals and families' goals set for recovery. This includes helping caregivers and peers identify and connect with natural supports.
- Learn and assist peers in recovery with utilizing positive problem-solving skills.
- Engage in outreach.
- Promote self-determination, self-advocacy, well-being and independence with peers and caregivers in recovery.
- Support caregivers and peers in recovery in their work towards vocational goals.

2. Support to Alta

- Must commit to satisfying the Ohio Mental Health and Addiction Services Board requirements for Certified Family Peer Recovery Supporter.
- Attend and participate in regularly scheduled meetings and other supervision activities.
- Attend routine, periodic, and other Departmental/Alta staff meetings as assigned and/or notified.
- Be able to participate in training regarding mental health processes, advocacy and be trauma informed.
- Assist in collecting and compilation of objective data to accurately assess the success of services as they related to service outcome goals.

3. Time Accounting

- Maintain and file on a timely basis accurate accounting as required by the Alta management information system, to account for employees' activities.

4. File Management

Disclaimer: The above statements are intended to provide an understanding of the major duties and responsibilities to be performed by the employee in this role. This job description is not an all-inclusive list of job related tasks and the employee in this role may be expected to perform tasks other than those specifically stated in this description.

Alta Care Group

Job Description – Family Peer Recovery Supporter

- Maintain accurate and detailed file records as required by Alta policies as they apply to the documentation of services.

Work Relations/Characteristics

1. Must be a caregiver of a person with behavioral health challenges or co-occurring behavioral health and substance use issues.
2. Knowledge and ability to teach and engage in basic problem-solving strategies to help peers and caregivers in recovery.
3. Proven ability to establish and sustain stability in recovery for families.
4. Ability to support connections to self-help and educational groups.
5. Have an ability to engage peers and caregivers in a positive manner.
6. Must be at least 21 years old.
7. Prompt completeness of assigned tasks.
8. Thoroughness in task completion.
9. Initiative in carrying out of job responsibilities.
10. Loyalty to organization's interests.
11. Sense of ethics.
12. Maintain a positive work attitude.
13. Sensitivity to cultural and economic characteristics of a diverse service population.

Specific Essential Conditions of Employment

1. Physical ability, with reasonable accommodation, if necessary, to perform specific responsibilities included in the job description.
2. Ability to write legibly and operate phone equipment, with reasonable accommodation, if necessary.
3. Reliable transportation for self as primary work environment is throughout the community.
 - A. Possess a valid Ohio Driver's License.
 - B. Current auto liability insurance to the limits required by the Ohio Department of Motor Vehicles.
4. Citizen of the United States.
5. Absence of past criminal activity, which would bring into question Alta professional and personal integrity as it implies to the position responsibilities and absence of any exclusionary offenses as defined by the Ohio Department of Mental Health and Addiction Services for Peer Support Specialists.
6. Ability to perform job responsibilities at sites/locations and at times based on needs of the client.
7. Flexibility in adjusting work schedule, days and hours as necessary to fulfill the responsibilities of the position.

Other:

1. Must be able to pass BCI/FBI background check.

Minimum Qualifications

1. High School Diploma or equivalency.

Disclaimer: The above statements are intended to provide an understanding of the major duties and responsibilities to be performed by the employee in this role. This job description is not an all-inclusive list of job related tasks and the employee in this role may be expected to perform tasks other than those specifically stated in this description.

Alta Care Group
Job Description – Family Peer Recovery Supporter

2. Must obtain an Ohio Peer Recovery Supporter Certification in the first 90 days of employment.

Preferred Qualifications

1. Preference will be given to candidates with previous experience working with children and families in a mentoring capacity, trusted members of the community and/or have an exceptional understanding of the local community.

By signing, I acknowledge that I have read and understood this job description. I also acknowledge and agree to comply with all policies and procedures as outlined in the Alta Employee Handbook.

Employee Signature

Date

Employee Name (Print)

HR Representative/Supervisor

Date

Disclaimer: The above statements are intended to provide an understanding of the major duties and responsibilities to be performed by the employee in this role. This job description is not an all-inclusive list of job related tasks and the employee in this role may be expected to perform tasks other than those specifically stated in this description.