

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	PEER SUPPORT SPECIALIST
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCHOL TESTING

PURPOSE OF CLASSIFICATION

Under the Direction of the Director of the Recovery Courts, or designee, the incumbent will be responsible for the development and on-going provision of peer support services within the Rutherford County Recovery Courts. Provides guidance and consultation to Recovery Court staff. Position responsible for handling a case load involving Rutherford County Recovery Court Clients, meeting with clients at his/her home or in the Recovery Courts office, performing crisis interventions, making recommendations and referrals. The position is also responsible for documentation, maintaining case records, and insuring treatment data is maintained in accordance with 42 CFR, Section 2, HIPAA confidentiality regulations, and NADCP best practices. Reports to Recovery Court Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provide development and on-going facilitation of the Recovery Court peer support model.

Facilitate the development of recovery skills among assigned substance abuse and mental health participants as a member of the treatment team.

Serve as a mentor/role model demonstrating competency in recovery, effective coping skills, and self-help strategies.

Provide peer support services within all Recovery Court programs. Serve as a participant advocate, provide participant information and support for participants during emergencies as well as in outpatient, inpatient, and substance abuse/mental health diversion settings.

Assist participants in articulating personal goals for recovery, determining treatment objectives, teach and support acquisition and utilization of skills needed to facilitate individual recovery, promote the knowledge of available service options and choices, and observe the progress participants make towards meeting objectives.

Facilitates groups and works with clients on an individual bases within area of expertise and limits of certification.

Assist with teaching independent living skills such as accessing public transportation options, cooking, cleaning, accessing and maintaining stable housing, personal finances, etc. Recommend and make referrals to programs for instruction on life skills, livelihood skills, and workplace readiness skills necessary for successful reintegration into family life, the work force and the community. May instruct participants in group settings, individual settings, or in their homes as appropriate.

Maintain caseload schedule and ensure that the Recovery Court program criteria are met. Monitor and keep case records on participants and report progress to Case Managers, Counselors/Therapists, and Director.

Participate in well checks of participants as assigned.

Maintain all records in accordance with the standards established by the Recovery Courts as well as all local, state and federal laws and accreditation guidelines. Assure that all work is properly documented in participant records, or

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elsewhere, as required.

Provide guidance and consultation to Recovery Court staff to lend insight to program development and administration from the perspective of a Recovery Court participant.

Meet with the participants in his/her home, office and sober living house to ensure compliance of house rules if applicable and monitor progress; performs crisis intervention as necessary.

Assist other Recovery Court staff in the on-going development of the behavioral health recovery model and provide input in staff and treatment planning meetings.

Assure services are provided in a co-occurring capable manner.

Provide participants with information about community resources and keep current on referral resources.

Understand and follow all applicable policies and procedures including those regarding confidentiality and HIPAA regulations.

Recruit, train, and supervise Peer Recovery volunteers of the program.

Develop, expand, and maintain the Rutherford County Recovery Courts alumni association.

Prepare recommendations concerning participants appearing or reappearing in court; prepare and execute referrals to other agencies for services needed by the participants and occasionally his/her families.

Participate in community outreach activities with outside employers, employment agencies, service companies, and housing agencies to aid in finding work and living accommodations for participants in the Recovery Courts Program.

Develop and maintain Peer community.

Visit various treatment centers as necessary.

Stay abreast of current counseling techniques and best practices in Recovery Courts.

Connect Recovery Court participants and graduates to services and offers guidance to solve problems.

May be assigned or assist with any of the Recovery Court programs as required.

Conducts drug testing, as necessary, and advises the treatment team of the drug test results.

Complete work at assigned workstation as determined by supervisor.

Must work hours as scheduled.

May be required work additional hours, weekends, and holidays as requested or required to administer programs.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to define problem areas with clients.

Ability to analyze and make quick, sound decisions based on information provided.

Ability to prepare detailed comprehensive reports.

Ability to counsel and utilize modern counseling techniques in dealing with clients.

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Ability to organize work, set priorities and monitor details.

Ability to develop a rapport with clients.

Ability to communicate orally and in writing.

Ability to recruit and cultivate volunteers for program.

Knowledge of Social Service agencies.

Knowledge of Drug Court best practices.

Ability to work in pressure situations.

Ability to make formal presentations in court and to the public.

Knowledge of Peer Recovery services and protocols.

Skill in the operation of a personal computer including standard business applications.

Ability to publicly acknowledge and share personal recovery experiences and provide support to other persons in recovery.

Ability to facilitate individual and group meetings.

Ability to handle and maintain confidential information in conformance with HIPAA and confidentiality guidelines.

Ability to work varied days and hours including evenings, weekends, and holidays as needed.

Ability to establish and maintain professional relationships with participants, co-workers, supervisors, participant family members and the general public.

Ability to successfully complete pre-employment physical examination as required.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

Must be able to conduct field work on weekend, holiday, and shift work.

MINIMUM QUALIFICATIONS

High School Diploma or GED; Peer Support Specialist Certification (or ability to complete certification process within 3 months of hire) required. Wellness Recovery Action Plan Certification preferred. Must provide proof of successfully completing a bona-fide behavioral health services program as a past consumer of substance abuse, mental health or co-occurring behavioral health services. Five years success within personal recovery model. Must have daily access to an operable automobile and meet the guidelines of Rutherford County Government standards of insurance upon date of employment. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Include exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

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Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: escorting participants, monitoring participants, maintaining safety/security of facility, leading groups, walking to and from judicial building

Surface: concrete, pavement, carpet, etc.

Estimated Total Hours: 2-3 **Maximum Continuous Time:** 6

2. SITTING

Tasks: Counseling, paperwork, computer, planning, data entry, medical files

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 4

3. LIFTING/CARRYING

Objects: laptop, participants, chairs, tables, shackles, cleaning, laundry, lunch trays, books, property boxes, supplies

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.		X			
11-25 lbs.			X		
26-50 lbs.				X	
51-75 lbs.					X
76-100 lbs.					X
>100 lbs.					X

4. PUSHING/PULLING

Objects: doors, desk drawers, filing cabinets drawers, dolly

Height of hands above floor during push: waist high, above head, knee

5. CLIMBING

Tasks: stairs, searches

Device: stairs, vehicles

Height: 6 flights

Frequency: daily

6. BENDING/SQUATTING/KNEELING

Tasks: filing and inventory

Frequency: weekly

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	< 10 minutes	Less than 5 lbs.
21-36"	All	Rarely	< 10 minutes	Less than 5 lbs.

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95 % of time
Outside	5 % of time

9. OTHER JOB DEMANDS

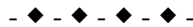
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Includes but is not limited to computer, phone, fax machine, copy machine, scanner, stapler, staple remover, pen, etc.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Computer- very often
Grasp	X		Pen- very often
Fine Motor i.e.: writing, twisting hands or wrist, etc.	X		often



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Full Legal Name (printed)

Employee's Signature

Date