

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	PEER SUPPORT SPECIALIST
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCOHOL 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 Re-Entry Services and Recovery Courts. Provides guidance and consultation to Re-Entry and Recovery Court staff. Position responsible for handling a case load involving Rutherford County Re-Entry and Recovery Court Clients, meeting with clients at his/her home, in the jail, 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.

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

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

Provides group sessions at the Rutherford County Correctional Work Center and the Adult Detention Center; duties will be performed in a detention and jail setting.

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

Meets with participants to monitor progress.

Maintain records on participants to include those of post incarceration, such as: name, place of employment, address, contact information, and wages.

Ensures the program is a positive representation of the county through professionalism in the execution of duties.

Provides peer support services within all Re-Entry and Recovery Court programs. Serves as a participant advocate, provides participant information and support for participants during emergencies as well as in outpatient, inpatient, and substance abuse/mental health diversion settings.

Assists participants in articulating personal goals for recovery, determining treatment objectives, teaches and supports acquisition and utilization of skills needed to facilitate individual recovery, promotes the knowledge of available service options and choices, and observes 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.

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Assist with teaching independent living skills such as accessing public transportation options, cooking, cleaning, accessing, and maintaining stable housing, personal finances, etc. Recommends and makes 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.

Maintains caseload schedule and ensures that the Recovery Court program criteria are met.

Monitors and keeps case records on participants and report progress to Case Managers, Counselors/Therapists, and Director.

Participates in well checks of participants as assigned.

Maintains all records in accordance with the standards established by the Recovery Courts as well as all local, state, and federal laws and accreditation guidelines.

Provides guidance and consultation to Re-Entry and Recovery Court staff to lend insight to program development and administration from the perspective of a Re-Entry or Recovery Court participant.

Meets with the participants in his/her home, jail, CWC, office, and sober living house to ensure compliance of house rules if applicable and monitors' progress.

Assists other Re-Entry and Recovery Court staff in the on-going development of the behavioral health recovery model and provides input in staff and treatment planning meetings.

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

Understands and follows all applicable policies and procedures including those regarding confidentiality and HIPAA regulations.

Recruits, trains, and supervises Peer Recovery volunteers of the program.

Develops, expands, and maintains the Rutherford County Re-Entry and Recovery Courts alumni association.

Participates 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 Re-Entry and Recovery Courts Program.

Recognizes and stops staff triangulation by clients and/or employees; actions and words contribute to a safe, healthy, and professional environment.

Visits various treatment centers as necessary.

Stays abreast of current best practices in Recovery Courts.

Connects 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.

Completes 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 prepare detailed comprehensive reports.

Ability to communicate orally and in writing.

Knowledge of Social Service agencies.

Knowledge of Drug Court best practices.

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

Knowledge of Peer Recovery services and protocols.

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

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.

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.

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, jail, CWC, or other buildings

Surface: concrete, pavement, carpet, tile, gravel, asphalt, laminated flooring, 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, chairs, tables, books, supplies, files, tools for classroom, paperwork, etc

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.	X	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, heavy security doors

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

5. CLIMBING

Tasks: stairs

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	90 % of time
Outside	10 % 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	

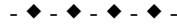
10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Includes but is not limited to computer, phone, fax machine, copy machine, scanner, stapler, staple remover, pen, laptop, basic office equipment, 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

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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