

Big Island Substance Abuse Council

Position Description

Title: Peer Specialist
 Reports to: Resident Coordinator
 Department: Residential Programs
 Status: Non-Exempt

Last Reviewed: 11/21/2016; 2/2/2022

POSITION SUMMARY	
<p>The Peer Specialist is a qualified staff member with the ability to oversee all the Residential Program activities and provide security of the facility and ensure the safety of all residents. The Peer Specialist understands substance abuse related problems and behaviors and provides 24-hour care coordination.</p>	
POSITION QUALIFICATIONS	
Minimum Education	High School diploma/GED, one (1) year experience in the field
Preferred Education/Experience	One (1) year experience in the field and case management. AA Degree in Human Services or related field
Required Certification/Registration	Basic Life Support: CPR (Adult/Pediatrics); First Aid every other year; TB initial 2-steps and single step annually; CPI Annually; Valid Hawaii State Driver's License; Criminal Background Check clearance; field print every year for first 2 years then every other year thereafter.
Specific Competencies	Refer to attached Performance Standards/Indicators. Participates and maintains competencies/skills required for the positions
Equipment Used	Agency van, assigned computer, fax machine, Xerox machine, cellular phone
Working Environment	Modern well-lighted, residential setting. Exposure to infectious disease is at medium risk. Noise level in the environment is usually moderate. Verbal/physical assault is a risk.
Physical Requirements	<ol style="list-style-type: none"> 1. See attached "Expected Physical Activities" 2. Frequent reading of printed materials is essential. 3. Listening skills necessary to effectively respond to supervisor, staff, and managed care representatives and referral sources. Writing skills necessary to accurately document in the client's record and maintain filing system.

RESPONSIBILITIES

1. Implement all residential program activities to ensure development of independent living skills (i.e. budgeting, cooking skills, shopping, problem solving, communication skills, social recreation, etc.)
2. Maintain all program standards of therapeutic living care
3. Maintain security of the facility and ensure safety for all residents
4. Provide case management functions for clients in STF and therapeutic living as needed
5. Follow agency emergency Occurrence Incident Report (OIR) procedures and document accordingly
6. Facilitate program orientation for the STF and therapeutic living
7. Implement program schedule in the therapeutic living program (e.g. house meetings, task/skill and education groups)
8. Maintains adequate supplies for daily routine and submits supply order to the EH Office Manager
9. Inspect all personal items of incoming residents and remove and store inappropriate items
10. Inspect facility and ensure cleanliness, safety and security for all residents at all times
11. Attend all case management and staff meetings as required
12. Complete all records to comply with CARF standards and contract regulations/requirements, and as required by the Supervisor and/or Program Administrator
13. May be temporarily assigned to other geographical areas as needed
14. Attend cross training orientation
15. Attend workshops, seminars, etc. as selected by the Supervisor and/or Program Administrator
16. Facilitate weekly resident house meetings with appropriate documentation
17. Provide transportation to scheduled activities and client appointments as needed
18. Assist with all other duties as assigned

REQUIREMENTS

19. Communicate and interact with residents in a positive, constructive and empathetic manner
20. Demonstrate an understanding of the nature of substance use, abuse and alcoholism/addiction and co-occurring disorders
21. Demonstrate an understanding of the HIPAA and 42CFR federal laws governing the issues of Confidentiality and client's health and privacy rights
22. Project a professional manner in conduct, dress and language at all times. Maintain a professional relationship with staff and clients, insuring boundaries and ethics are adhered to at all times

23. Demonstrate basic understanding of the function and requirements within the various managed-care companies and Hawaii State related agencies

24. Communicate to the residents that residential programs and treatment will enhance achievements and self-esteem in their recovery