MHS JOB DESCRIPTION

Title: Peer Specialist (Dual Recovery) (Essential Position)
Program: ACTION East WC
Department: A19101
Location: Santee, CA
Reports To: Program Supervisor
Shift:
Full/Part-Time: Full-Time
FLSA Status: Non-Exempt

MHS is a non-profit organization whose mission is to improve people’s lives and instill hope by providing cost-effective community-based mental health, drug and alcohol recovery, and housing services. We continually seek new and improved ways of serving our clients and communities. MHS is an essential business.

JOB SUMMARY
As a member of a multidisciplinary team, the Peer Dual Recovery Specialist provides education, support, and specific treatments aimed at assisting in clients' recovery from alcohol and substance abuse disorders from a personal and educational perspective.

RESPONSIBILITIES
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Provides engagement and outreach to current or potential clients, and families in the community.
- Performs screening assessments of clients and presents at team meetings.
- Provides expertise in the areas of substance abuse and co-occurring disorders to interdisciplinary team.
- Interacts therapeutically with clients, and families in the community and demonstrates boundaries consistent with professional standards.
- Completes all charting and documentation as contractually required and in timely manner as dictated by program requirements.
- Primarily provides services in the field, while providing individualized and group services to clients.
- Utilizes best practices in psychiatric, substance abuse, prevocational, nursing, and illness management techniques with a strengths-based approach that is consistent with principles of CCISC and Assertive Community Treatment and assists in promoting program services to community when appropriate.
- Introduces clients to Common Ground software, assisting clients in completing the Common Ground Health Report before medical office visits.
- Knowledge of CCISC principles and Assertive Community Treatment model of service delivery and the ability to implement such services, and screening and treatment techniques.
- Knowledge of cultural and socio-economic factors that inform service provision to persons with psychiatric or dual diagnosis disorders, and resourcefulness, initiative, and the ability to work with minimal direction and supervision.
- Versed in Behavioral management techniques and crisis intervention skills, and cultural competency relevant to community/communities served.
- Possess skills necessary to provide effective counseling, therapy and clinical services, and the ability to successfully work as a member of a treatment team.
- Utilize logical problem-solving techniques both independently and in collaboration with workers in dealing with client needs.
- Provides on-call crisis intervention covering nighttime hours and works late shift and/or weekends/holidays as scheduled.
- Create written documentation that is legible, clear, and concise, and maintain the distinction between therapeutic and social relationships.
- Transports clients in MHS or personal vehicle as required.
- Performs shift management duties in coordination with other ACT staff as directed by Program Supervisor and/or Program Manager. Functions as assistant to shift manager when assigned. Follows administrative chain of command.
- Demonstrates commitment to professional growth by attending in-service trainings and staff development.
- Comply with all MHS and program rules, policies and procedures including HIPAA standards.

QUALIFICATIONS
- Minimum qualification is registration with approved certifying agency.
- For certification level position: Certification in a substance abuse treatment field, and two years' experience providing substance abuse and integrated services to individuals with co-occurring disorders. B.A. or A.A. degree preferred.
- Must have life experience of being in recovery or have had a family member in recovery and be willing to disclose.
• Training and/or personal experience in substance abuse programs and treatment, relapse prevention, harm reduction, motivational interviewing and 12-Step programs.
• Proficient user of Microsoft Office Suite and EHR software.
• Ability to problem solve and react appropriately to emergency situations.
• Ability to work independently and effectively collaborate with a team.

PHYSICAL REQUIREMENTS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

☒ Seeing
☒ Hearing
☒ Speaking
☒ Stooping/Bending
☐ Working in cramped spaces
☒ Moving around office
☒ Moving between offices/clients
☒ Driving
☒ Climbing
☒ Lifting/carrying heavy items
☒ Pushing/pulling/dragging items
☒ Standing for long periods
☒ Working outside/underground
☒ Using hands/fingers
☒ Sitting for long periods of time

I can perform the above job duties:

☐ Without accommodation     ☐ With accommodation. If so, please specify:

OTHER DUTIES
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES
This job description has been approved by all levels of management:

Supervisor: _______________________________ Date: ___________

HR: _______________________________ Date: ___________

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee (print): _______________________________

Employee (sign): _______________________________ Date: ___________

MHS is committed to Equal Opportunity Employment and to attracting and retaining the most qualified employees without regard to race, color, national origin, religion, sexual orientation, gender, age, disability or protected veteran status.

Revised: 07/2021