

Job Description for Peer Support Specialist at Open Aid Alliance

Description: To create connection, hope and access to services for people using substances, contemplating change or in some stage of recovery. The Peer Support program spans all programs of Open Aid Alliance, including harm reduction program, housing and outpatient addiction treatment. This position is open to people with personal lived experience that may include; homelessness, incarceration, HIV, injection drug use, substance use, non-normative forms of sexuality, trauma, and/or have struggled with mental health wellness.

Minimum Qualifications:

- **Team player attitude**

Willing to participate in a team care environment here all providers communicate progress and regularly update each other on progress. Must be willing to work in a cooperative model to achieve common goals of the agency and participants

- **Strong interpersonal skills**

Candidates must have the ability to work in a collaborative office setting with a team-based approach. Able to connect one on one and in group settings. Must be willing to receive constructive feedback and engage in a learning environment while on the job.

- **Self-awareness**

Willingness and ability to be aware of personal and professional boundaries at all times. Able to work and engage in coping skills when personal triggers arise.

- **Professional Boundaries**

Ability to maintain confidentiality of all agency and client information per agency and HIPAA requirements; Ability to recognize the clinical and professional field of Peer Support to make it integrated into outpatient treatment; Ability to reflect on ethical dilemmas that inherently emerge and to make thoughtful and careful decisions and ask for help as needed.

- **Communication skills**

Must be able to regulate emotions while communicating in challenging conversations and situations.

- **Certified or certification in progress**

Candidates must have current Montana Board of Behavioral Health certification or have certification application submitted and in progress to apply for this position. A copy of the completed application must be submitted with this job application.

- **Be a Recovering Consumer**

Must be engaged in ongoing recovery support, even if it changes over time
Willing and able to share your recovery story readily, incorporating new skills and changes in recovery as they occur.

- **Basic Technology Proficiency**

Ability to use computer and technology to communicate, enter data, maintain schedules, and navigate internet research

- **High school diploma or equivalent**

- **Valid Driver's License**

General Job Duties:

1. Provide peer support services to individuals with substance use, mental health, and/or trauma related challenges in one-on-one and group settings.
2. Ready to come to work daily and have fun, work hard, encourage colleagues and contemplate existing belief systems.
3. Inspire hope for clients and be a role model for recovery and self-growth
4. Support participants on various roads to recovery, supporting the unique individual
5. Collect data and report on participant outcomes
6. Assist participants in finding appropriate community supports and in advocating for their needs
7. Report directly to Peer Support Program Director to accomplish tasks
8. Contribute to clients care plans as a treatment team member
9. Engage in ongoing trainings to improve skills and program development
10. Eager to help with general agency operations and special events as needed.
11. Maintain clinical records according to agency format.
12. Learn and promote strategies and language of harm reduction, safer substance use and safer sex to eliminate stigma.
13. Regularly attend morning check in and weekly wellness meetings with Program Director.
14. Engage in 2 hours weekly of clinical supervision provided by the agency.

Application Materials Required:

- Resume
- Cover letter describing the following:
 1. What harm reduction means to you.
 2. How your recovery story is compatible with a harm reduction setting.
 3. What challenges you anticipate working in this environment.
- Three professional or educational references with name and contact information.
- Before hire, a copy of completed certification application must be submitted

This position is 32 hours per week and includes the following benefits: paid vacation, health insurance, vision, dental, retirement after two years, paid lunch. Wage range is \$13.00 - \$15 per hour depending on education and experience. Applications will be accepted until March 13, 2020. Please email application materials to outpatient@openaidalliance.org. Please no hand delivered applications.