

Catholic Charities of Onondaga County Job Description

Division: Child & Family Preservation Division	
Job Title: Peer Recovery Coach	Program: Hope Connections Recovery Center
Reports to: Program Director	FLSA Status (Exempt/Non-Exempt): Non-Exempt
Job Band: 4	Approval Date: September 2012 Revised: October 2016
Basic Function/Purpose: Providing hope, encouragement, and one to one coaching and wellness support to individuals in mental health and/or substance use and addiction recovery, with the additional responsibility of providing office support necessary to meet the operational needs of the program.	

Essential Functions/Responsibilities:

1. Assist the Program Director in promoting the recovery center and active recruitment of peer volunteers by preparing and presenting informational material for internal and external audiences. Promptly respond to requests for service information from peers, families, community interests, and potential referral sources.
2. Meet regularly with peers in the center/community to develop their personal recovery/wellness "go-to's."
3. Explore and develop opportunities to assist people in discovering their interests and joys, and exploring areas of health & wellness, employment, education, life skills and spirituality to achieve a meaningful life.
4. Provide mutual support to team members to achieve overall program goals, while maintaining a clean, friendly, and safe working environment for all.
5. Keep up on documentation and tracking sheets necessary to inform measurements and outcomes reporting.
6. Facilitate peer dialogue and relationship building while demonstrating sensitivity to and respect for the diverse cultural backgrounds and practices of families, peer groups and individuals, and other community stakeholders.
7. Create opportunities and linkages to social inclusion opportunities in Onondaga County and beyond.
8. Collaborate and network with peers locally, regionally, and statewide. Establish and maintain partnerships with organizations and businesses within the community. Prepare correspondence, materials as required.
9. Serve as a source of information for peers, staff, other employees, and community stakeholders in a professional and ethical manner, while respecting the confidential nature of certain information you are exposed to in the course of your work performance and employment.
10. Under the direction of the Program Director, develop and maintain a resource library for peers and staff.
11. Maintain guidelines, policies and procedures established by Program Director, Catholic Charities of Onondaga County, funding source, and Advisory Board.

Qualifications: Associates degree in Human Services or related field, and two (2) years of experience in mental health or substance use/addiction, or an equivalent combination of education and experience is required. Experience mentoring or coaching people individually in self-help and advocacy activities is preferred. Must have lived experience with mental health and/or substance use disorder and addiction, and recovery in the public mental health and/or substance use treatment systems. Candidates must identify as someone in recovery with at least two years of success in his/her personal recovery and wellness.

Licenses/Certificate/Clearances: Must have or obtain any one or more state certifications for peers such as a Certified Peer Specialist (CPS), or Certified Recovery Peer Advocate (CRPA) at the time of employment, or within one year of commencement of employment. A valid NYS Driver's license and access to reliable transportation is required. Must successfully complete a NYS Criminal Background Check/Fingerprinting, State Central Registry Clearance, Staff Exclusion List Screening, and Driving Record Check.

Skills/Abilities: Demonstrates skills aligned with peer support values and strength based practices. Ability to connect people with formal and informal recovery supports. Proficiency in computer systems and computer operations, MS Word and MS Excel. Customer and Engagement skills. Oral and written communication skills, including presentation and facilitation skills. Ability to navigate community resources and service systems. Ability to operate office equipment: fax, copier, scanner, printer, computer, telephone, vacuum.

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Working Conditions and Environment/Physical Demands: Mobility sufficient to drive to and participate in get-togethers at people's homes and/or community facilities which may not meet Federal accessibility standards for disabled individuals. Mobility and manual dexterity sufficient to work actively with adults in the community.

Required Trainings: VIRTUS, Corporate Compliance, Defensive Driving, Mental Health First Aide, Academy of Peer Services Core Courses, Recovery Coach Academy, Ethical Considerations in Providing Peer Recovery Support, Peer Recovery trainings.