

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Certified Peer Support Specialist
Department: Health
Revised: March 2023

Class: Paraprofessional
FLSA: Non-exempt

This job description supersedes any prior description for the Certified Peer Support Specialist classification.

GENERAL DESCRIPTION

Paraprofessional level work in providing support, education, outreach, training and follow-up to overdose survivors in the County. As an active member of the Harm Reduction, Outreach, Prevention and Education (HOPE) team, this position works closely with the Harm Reduction Coordinator, Community Paramedic, Senior Peer Support Specialist (SPSS) and Substance Use and Mental Health Program Manager. Work is performed under the general supervision of the Senior Peer Support Specialist.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Works closely with the Harm Reduction Coordinator, Community Paramedic, SPSS and Program Manager as an active member of the HOPE team.

Connects with overdose survivors within 24-72 hours of the overdose incident, then for a 30-day, 60-day, and 90-day follow up. (along with members of the HOPE Team).

Provides harm reduction education, outreach and Naloxone administration training to individuals.

Promotes wellness management strategies, which includes delivering therapeutic interventions (e.g., Wellness Recovery Action Planning or Illness Management and Recovery) and employment services.

Coordinates and facilitates harm reduction peer support group meetings on a bimonthly basis; encourage individuals to attend training sessions and support group meetings.

Maintains a monthly record of individuals connected to support and services; prepares and submits documentation accurately and on time.

Attends the Substance Abuse Task Force Monthly Meetings and other identified meetings and trainings.

Potentially works within the prison and/or local hospital to provide peer support care.

Models recovery values, attitudes, beliefs, and personal action to encourage wellness and resilience.

Assists clients by finding resources, advising the consumer of processes, and encouraging follow through with proposed resolutions, locating social activities, or provide other assistance as needed.

Models effective coping and self-help techniques to individuals or groups of consumers.

Actively participates in new or ongoing projects and programs as set forth under the Opioid MOU.

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OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of Public Health principles, practices, and procedures.

General knowledge and skills in the use of education/training principles.

Skill in problem solving and decision-making and the ability to work independently.

Skill in the use of computers and applicable software.

Ability to comprehend and apply the Federal Health Insurance Portability and Accountability Act (HIPAA) of 1996, and the current Privacy and Security Amendments of this Act.

Ability to assess, plan, develop, implement, and evaluate using a variety of methodologies.

Ability to establish and maintain effective working relationships with coworkers, clients, and the general public.

Ability to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and one year of related work experience in a supportive informational role; Certification as a Peer Support Specialist required. Valid NC Driver's license required.

**This job description does not create an employment contract,
implied or otherwise.**