



**Job Title: Associate Peer Services Coordinator**

**Job Description.**

The **Associate Peer Services Coordinator** will work with individuals to support and strengthen their capacity to engage in their personal recovery. This position will work on and off-site in Somerset County and will fully embrace cultural appropriateness ensuring equity and inclusion of care.

**Position responsibilities.**

- Oversee and implement programs and services at an off-site Peer Recovery Pop Up (PRPU) where individuals can access peer support, information on substance use treatment, recovery support services and connections to other community resources.
- Implement and support onsite programming for the Community in Crisis Community Peer Recovery Center (CiC-CPRC).
- Conduct participant intake and follow-up assessments.
- Orient new participants to program offerings and policies, retaining all files.
- Ensure participants are connected to any outside necessary supports.
- Educate individuals on how to appropriately navigate treatment, social service and recovery support systems;
- Provide recovery support services based on the individual's preference and his/her assessed needs;
- Assist the participant with gaining skills and resources needed to initiate and maintain recovery;
- Assist in establishing and sustaining a social and physical environment supportive of recovery;
- Empower individuals to make self-determined and self-directed choices about their recovery pathway;
- Provide support with face-to-face sessions and/or telephone support based on individual's personal choice;
- Attend ongoing trainings and team meetings;
- Supports volunteer recruitment, training, supervision, retention, and coordination.
- Ensures program offerings and partner resources are posted on community boards and up to date.
- Immediately reports any concerns to Senior Peer Services Coordinator.
- Other tasks as required by Community in Crisis supervisors.

**Required Duties and Responsibilities.**

- Must be able to perform work responsibilities in various locations.
- Must possess excellent oral and written communication skills.
- Must be sensitive, flexible and responsive to gender, race, ethnicity, socio-economic status, religion, age, sexual orientation or any other special needs as reflected in the ability to communicate with staff and/or clients.
- Must be proficient with Microsoft Word, Excel, PowerPoint, Outlook and possess basic computer skills.
- Must be available to attend weekend and evening meetings and events as required.
- Must be able to work both independently and in a team environment.
- Must possess the time management skills necessary to organize and manage multiple

priorities and tasks.

- Must maintain an understanding of all programs, grants, and projects offerings at the CPRC.
- Must adhere to all CIC administrative, reporting and recordkeeping guidelines to support accurate documentation of activities.
- Must be able to walk, stand and sit for long periods of time.
- Must be able to lift 25 pounds.

### **Education and Experience.**

The competencies and role of the recovery specialist shall include, but are not limited to the following:

- Lived experience of addiction and recovery, with a minimum of two (2) years' experience with the guiding principles of recovery.
- Degree, or associate's degree, in social work, human services, or related field required.
- Certified Peer Recovery Specialist (CPRS) preferred.
- Bilingual in English & Spanish preferred.
- Experience providing services in a culturally competent manner to persons with substance use disorder.

**Supervisory relationships.** Reports directly to Peer Services Supervisor.

**Travel and special considerations/requirements.** Possess a valid license and method of transportation.

**Job Type:** Full time. Occasional nights and weekends.

**Salary range.** \$46,000 - \$48,000 commensurate with experience.

Benefits:

- 401(k)/matching
- Dental insurance
- Flexible schedule
- Health insurance
- Health savings account
- Paid time off
- Vision insurance