



Job Title: Recovery Support Specialist

Job Description.

The CIC **Recovery Support Specialist (RSS)** will work under the Somerset County Operation Helping Hand (OHH) Initiative supporting its non-arrest outreach efforts, which includes non-arrest knock-n-talks and/or targeted community mobile outreach. The Somerset County OHH is a program where law enforcement officers play an active role in identifying individuals with substance use disorders (SUD) utilizing a community outreach mobile unit to identify and target 'at-risk' individuals, their families, and the public. The role of the RSS is to educate and encourage those in need of SUD services, resources and treatment to voluntarily enter and engage into the program. The RSS will work on and off-site in Somerset County, and will fully embrace cultural appropriateness ensuring equity and inclusion of care.

Position responsibilities.

- Possess the ability to assess the current stage of addiction and facilitate the required services by referrals, placement, and coordination, followed by the development of recovery planning with regular and routine follow-ups;
- Be highly motivated with the ability to work well in teams and independently;
- Support, embrace and offer multiple pathways of recovery for those in, seeking or sustaining recovery for themselves, their allies or family members;
- Conduct participant intake and follow-up assessments;
- Maintain individual files on each participant and share data with the SCPO program manager on a regular basis;
- Meet monthly via in person, telephone conferences, or virtually to discuss participants' adherence to the program, as well as debrief on the successfulness of the operations and make potential changes that can be made to future operations to better the program outcome;
- Participate in approximately 15 pre-planned non-arrest proactive operations and/or community outreach events, as well as a pre-planned annual event scheduled around International Overdose Awareness Day;
- Orient new participants to CIC 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;
- 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 experienced in or willing to train in patient navigation procedures.
- Must be proficient with Microsoft Word, Excel, Outlook and possess basic computer skills.
- Must be available to attend weekend and evening meetings and events as required.
- 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 and SCPO 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) required.
- Bilingual in English & Spanish preferred.
- Knowledge of the Recovery Data Platform "Faces & Voices of Recovery" 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.

Salary range. \$24- \$26 p/hour commensurate with experience.

Hours per week. 20 hours per week. Frequent evening and weekend hours.