

## **FUNCTIONAL JOB DESCRIPTION**

### **Peer Recovery Coach**

#### **Pallottine Foundation Grant**

A Certified Peer Recovery Coach is under direct supervision of the Director of Nursing, CEO and Health Officer, Chief Operating Officer and Administrator.

This position is grant supported through December 14, 2024, including salary and the CHHD benefits.

Under supervision, the Peer Recovery Coach performs the following professional work at the Cabell-Huntington Health Department:

#### **Location**

703 7<sup>th</sup> Avenue  
Huntington, WV 25701  
304-523-6483

#### **Work Schedule**

Monday – Friday 8:00 AM – 4:00 PM unless other arrangements are made with Clinical Director or CHHD-HRP Program Director.

#### **Description**

The Peer Recovery Coach will help people with substance use disorders enter into treatment, as well as assist with referrals for other health care and social services they might need. The Peer Recovery Coach will provide brief intervention and support, as well as provide referrals for SUD treatment services and other health care of social services as appropriate.

#### **Essential Duties & Responsibilities:**

1. Work with peers to identify wellness and recovery goals. Assist peers in creating a Wellness plan that identifies the individual's self-determined goals, as well as specific objectives to carry out these goals.
2. Exemplifies recovery principles in order to show by example that recovery is possible and attainable. Share their own recovery story as appropriate and walks the road of recovery alongside the service recipient.
3. Attend and positively participate in required team, agency, and interdisciplinary meetings.
4. Coordinate and consult with other team members to keep team informed of issues and progress
5. Ensure timely completion of all required paperwork.
6. Work to increase level of cultural sensitivity, awareness and competency regarding Person Centered and Peer Delivered Services.
7. Document all peer contact at time of service.
8. Educate and advocate for the values and principles of the Recovery Model.
9. Participate in interdisciplinary team meetings and group supervision as required.
10. Work with peers to identify and address housing and social needs.

#### **Skills & Abilities:**

1. Ability to work effectively with peers, individual clients and groups.
2. Ability to work as a team member and to establish priorities.
3. Ability to apply principles learned to new situations.
4. Ability to learn new skills.

5. Ability to display a non-judgmental attitude.
6. Knowledge of community and social service agencies.
7. Ability to follow oral and written directions and to apply techniques for specific needs.
8. Knowledge and skills in mental health treatment methods and crisis intervention.
9. Knowledge and skills in chemical dependency treatment methods and crisis intervention.
10. Ability to communicate clearly and concisely both orally and in writing.
11. Ability to work in an environment where people may be hostile or abusive.
12. Ability to manage time and meet deadlines.
13. Ability to work courteously and effectively communicate with the general public, clients, medical personnel, corrections personnel, police, and co-workers.
14. Ability for interact with a diverse population.
15. Ability to maintain accurate records and necessary paperwork.
16. Knowledge of de-escalation methods or ability to be trained in de-escalation methods

**Other Duties**

- Attend trainings as assigned to gain or increase proficiency in delivery of grant initiatives and objectives.
- Attend community outreach events as assigned or requested.
- Complete performance management objectives and any required documents / reports.
- Attend all mandatory CHHD and required trainings per agency's policies.
- Follow and comply with all CHHD policies and procedures.
- Maintain a valid driver's license.
- Perform other duties as assigned by the Director of Nursing or CHHD-HP Program Director.

**Minimum Qualifications:**

1. Certification from an approved Peer Support Training Program at time of hire or obtain certification within six months.
2. Pass a background and fingerprinting check and TB Test.

Starting Salary: \$35,000