

**COMPANY NAME:** CODAC

**JOB TITLE:** Peer Support Specialist

**JOB DESCRIPTION:**

Promotes a recovery based approach to member care that emphasizes hope, respect, self-direction and empowerment by providing peer support, personal assistance, education on community resources, supportive services, advocacy and other support primarily in-home and/or in the community to aid in members recovery from mental illness and/or addiction disorders.

**Essential Duties and Responsibilities**

1. Under direct supervision, provides supportive assistance to, and the modeling of self-advocacy with the member to help him/her research and access needed and desired community resources.
2. Works cooperatively with others to assure the smooth and seamless delivery of comprehensive services to members.
3. Assist members in choosing, obtaining and keeping wellness and healthy lifestyle related goals.
4. Use a variety of methods, tailored to the individual, to move through the process of setting and reaching health and wellness related goals.
5. Compile and share wellness and healthy lifestyle resources for members, staff and/or other stakeholders.
6. Provide structure and support to promote personal progress and accountability.
7. Assists in the development and coordination of activities, programs, and resources which directly support members or family members/caregivers of consumers in achieving wellness and recovery goals. For example: Assists consumers in obtaining benefits, i.e. SSI, AHCCCS/Medicare, Section 8, identification cards.
8. Assists members with advocating and/or obtaining resources to live in a safe environment (personal safety, food supply, utilities and appliances working, adequacy of furnishings, and lack of fire hazards).
9. Provides instruction in activities of daily living (nutrition, meal planning, shopping, and meal preparation; budgeting; home cleaning and organization; personal grooming and laundry).
10. Communicates with clinical team regarding members level of independent functioning and current levels of support provided.
11. Travels to members residences to provide peer support, personal assistance and other supportive in-home services.
12. Transports members to and from appointments and treatment settings (agency vehicle) as appropriate.
13. Relates own recovery process in a positive and supportive manner through coaching, role modeling and mentoring in order to assist members in developing skills to achieve their goals.
14. Completes documentation for behavioral health record in accordance with agency and funding source requirements.
15. Advocates for members, as needed, to ensure delivery of necessary services.
16. Provides crisis intervention, as needed, and notifies Supervisor and treatment team.
17. Meets, as assigned, with new members providing peer support and orientation to CODAC sites.
18. Answers members questions using Customer Service Frequently Asked Questions (FAQs) and CODAC policies and procedures as guides.

**2797 E Ajo Way, Tucson, AZ 85713**

[BusinessServices@pima.gov](mailto:BusinessServices@pima.gov)

**Equal Opportunity Employment/Program:**

**Auxiliary aids and services are available upon request to individuals with disabilities**

19. Assists in the scheduling of follow-up - appointments for members.
20. Participates as in provision of Desk Duty or Counselor of the Day by meeting with walk-in members to address urgent and emergent needs of members.
21. Manages an assigned caseload of members to assure members records are up to date as required including but not limited to assessments, ASAM assessments, consents, releases of information.
22. Provides Outreach and engagement through calls, letters, coordination with community programs, home visits, etc. as appropriate.
23. Performs other related duties in accordance with agency growth and changes.

**SALARY:** \$15.92/Hour

**APPLICATION QUALIFICATIONS:**

**SKILLS / REQUIREMENTS**

**Education:**

- High School/GED

**Experience:**

- 4 years related work experience OR;
- Certified Peer Support Specialist and 2 years related experience

**Certifications:**

- Graduate from the Recovery Support Institute, required within one year of employment

**Additional Requirements:**

- Peer - Individuals must be receiving, or have received services and meet the requirements to attend Peer Support training.
- Valid Arizona Drivers license, proof of current insurance and willingness to use personal vehicle. Driver's license is an essential requirement for performing duties for this position.
- Clean Motor Vehicle Record - no more than 2 moving violations or a license suspension in past 3 years.
- 1st Aid, CPR and Fingerprint Clearance may be required.
- Bilingual (Spanish/English) preferred.

**Skills:**

- Familiarity with people and practices within various ethnic and cultural groups.
- Knowledge of community resources.
- Ability to evaluate facts or situations to determine appropriate action.
- Ability to effectively facilitate groups

**HOW TO APPLY:** Apply Online [www.codac.org](http://www.codac.org)

**DATE:** 01/30/2023

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