

Position Code: 8420	FLSA Status: Non-exempt
Pay Code: 114	EEO Category: 5

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to provide assistance and support to individuals in need of basic physical, financial, personal, and recovery assistance. The job class is responsible for identifying and linking individuals in need with appropriate community and agency resources; developing tracking and monitoring procedures to assist individuals, identify developmental needs, and ensure progress.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Assist individuals in identifying personal recovery goals through the use of individual and group sessions. Support clients as they create goals; develop recovery plans with the skills, strengths, supports, and resources to aid them in achieving those goals. • Teach/train recovery information and recovery tools in order to assist individuals in developing individualized wellness and recovery plans. • Model personal responsibility, self-advocacy, and wellness via telling of their own recovery story. • Support individuals' vocational choices and assist them in choosing a job that matches their strengths, overcoming job-related anxiety by reviewing job applications, and providing interview tips and resume assistance. • Assist individuals with obtaining services that meet their identified needs, desires, and recovery goals. • Assist individuals with accessing community resources and identifying natural supports. • Assist individuals in setting up and sustaining self-help (mutual support) groups, as well as means of locating and joining existing groups. • Collaborate regularly with treatment team members, other services providers, and significant others as necessary. • Maintain accurate Medicaid standard case files consistent with agency guidelines and licensure standards. • Perform other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages; may use descriptive statistics.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others making a few decisions, affecting the individual and a few coworkers.

KNOWLEDGE, SKILLS, AND ABILITIES	
Knowledge	Must have comprehensive understanding of basic mental health and substance abuse disorders, as well as knowledge of effective coping strategies and recovery principals.
Skills	Excellent oral and written communication skills required. Basic math skills required in order to track individual participation in stated goals and objectives.
Abilities	Ability to collaborate with individuals served and treatment team members in order to identify needs, goals, and assist in developing and monitoring individualized recovery plans. Must be able to create spreadsheets and/or develop an effective system for keeping track of Medicaid standard paperwork; track, analyze, and document progress regarding individual goals and objectives

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in Psychology, Sociology, or related field with successful completion of the Virginia Department of Behavioral Health Developmental Services (DBHDS) Peer Recovery Specialist Training.
Experience	In addition to satisfying the vocational/education standards, this job class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	Must be certified as a Peer Recovery Specialist in the state of Virginia and possess and maintain a valid driver's license.
Special Requirement(s)	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/24/2020