



Changing lives  
Building communities  
Creating opportunities

**Central City Concern** is a non-profit social service and housing agency whose mission is to provide pathways to self-sufficiency through active intervention in homelessness. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees. As part of our policy and commitment to a drug and alcohol-free workplace we conduct post-offer, pre-employment drug screens.

## **JOB ANNOUNCEMENT**

**TITLE:** Peer Support Specialist – 50%  
**DEPARTMENT:** Old Town Recovery Center  
**REPORTS TO:** Living Room Team Lead  
**REPRESENTED:** No  
**FLSA:** Non-Exempt  
**SALARY:** \$12.00/hour  
**SHIFT:** Monday through Wednesday & Friday, 8:30am to 2:00pm

**SUMMARY:** The Peer Support Specialist provides a variety of recovery-oriented services to individuals who have self-identified as desiring peer supports, in order to promote greater independence, community integration and recovery from mental illness as an expanded function of the living room. Services provided by peers (mental health consumers) include a wide range of supports, services, and advocacy that contribute to a client's ability to engage in ongoing treatment. Assist in the development of peer led drop in programming to expand the living room program.

### **ESSENTIAL DUTIES AND 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. Work with peers on specific objectives identified on the Wellness plan, ensuring that these specific objectives always refer back to the individual's ISSP for billing purposes.
4. Attend and positively participate in required team, agency, and interdisciplinary meetings.
5. Coordinate and consult with other team members to keep team informed of issues and progress
6. Ensure timely completion of all required paperwork.
7. Work to increase level of cultural sensitivity, awareness and competency regarding Person Centered and Peer Delivered Services.
8. Document all peer contact at time of service.
9. Educate and advocate for the values and principles of the Recovery Model.
10. Work with Team Lead to develop and support new programming
11. Receive regular weekly supervision from the Team Lead, seeking additional supervision whenever necessary. Minimum requirement two hours of documented supervision per month.
12. Participate in interdisciplinary team meetings and group supervision as required.

13. Adhere to all state and federal privacy regulations, including HIPAA and 42 CFR Part 2, and to CCC policies and agreements regarding confidentiality, privacy, and security. Support compliance with all privacy and security requirements pursuant to community partners' and outside providers' patient confidentiality agreements, including privacy and security requirements for EMR access. This includes immediate reporting of any PHI breach of CCC or outside provider health records to the CCC Legal and Quality departments, as well as to the program administrator.

#### **DESCRIPTION OF OTHER DUTIES:**

1. Provide back up to Living Room Coordinator
2. Assist with purchasing of general and food related supplies when needed.
3. Perform other duties as assigned

#### **SKILLS AND ABILITIES:**

1. Knowledge and skills in counseling techniques with individuals and groups.
2. Ability to work effectively with peers, individual clients and groups.
3. Ability to work as a team member and to establish priorities.
4. Ability to apply principles learned to new situations.
5. Ability to learn new skills.
6. Ability to display a non-judgmental attitude.
7. Knowledge of community and social service agencies.
8. Ability to follow oral and written directions and to apply techniques for specific needs.
9. Knowledge and skills in mental health treatment methods and crisis intervention.
10. Knowledge and skills in chemical dependency treatment methods and crisis intervention.
11. Sufficient manual dexterity and physical ability to perform assigned tasks.
12. Ability to communicate clearly and concisely both orally and in writing.
13. Ability to work in an environment where people may be hostile or abusive.
14. Ability to manage time and meet deadlines.
15. Ability to work courteously and effectively communicate with the general public, clients, medical personnel, corrections personnel, police, and co-workers.
16. Ability to maintain accurate records and necessary paperwork.
17. Knowledge of de-escalation methods or ability to be trained in de-escalation methods

#### **MINIMUM QUALIFICATIONS:**

1. Completion of High School or GED. QMHA (Bachelor's degree in Behavioral Sciences field or a combination of at least three year's work, education, training or experience in chemical dependency or mental health treatment) preferred
2. Must be a self-identified person currently or formerly receiving mental health services; or a self-identified person in recovery from a substance use disorder, who meets the abstinence requirements for recovery staff in alcohol and other drug treatment programs; or a family member of an individual who is a current or former recipient of addictions or mental health services. Person must identify on the application or cover letter how they have "lived" personal experience leading to an understanding of the needs of persons with mental health & substance abuse issues.
3. Must be certified by an Oregon State Addictions & Mental Health approved training as Peer Specialist at time of hire or within first 6 months.
4. Must be able to provide peer delivered services as described in Medicaid guidelines.

5. If in recovery, must be able to document continuous abstinence under independent living conditions or recovery housing for the immediate past two years.
6. If using personal vehicle for agency use, must possess a current drivers license, pass a DMV background check and be designated an “acceptable” driver as outlined in Central City Concern’s Fleet Safety Policy and maintain vehicle insurance coverage of a minimum of \$100,000/\$300,000 personal auto liability coverage. Must pass an initial drivers training and annual recertification training.
7. Must pass a pre-employment drug screen, TB test, and background check.
8. Physical ability to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects.
9. Must be able to climb stairs several times a day.
10. Must adhere to agency’s non-discrimination policies
11. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, life-styles, and sexual orientations and treat each individual with respect and dignity.

**APPLICATION PROCEDURE:**

Qualified applicants **must** submit a Central City Concern employment application to be considered for this position which can be obtained at **[www.centralcityconcern.org](http://www.centralcityconcern.org)**. Applicants may include a cover letter and resume. Apply by mail or fax (503-445-8089), or in person at Central City Concern, 232 NW Sixth Avenue, Portland, OR 97209. Application email: [jobs@ccconcern.org](mailto:jobs@ccconcern.org). Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at [www.centralcityconcern.org](http://www.centralcityconcern.org).

**Date Open: 11-28-2012**

**Date Closed: 12-8-2012**

**EQUAL OPPORTUNITY EMPLOYER**

**Reference # 12-261**