

**OTERO COUNTY HEALTH DEPARTMENT (OCHD)  
PEER RECOVERY SUPPORT SPECIALIST (PRSS)  
JOB DESCRIPTION**

General Statement of Duties

The PRSS will support the response to the Opioid Use Disorder (OUD)/Substance Use Disorder (SUD) crisis. The PRSS will receive formal training, certification, and professional mentorship opportunities to empower the PRSS to provide the highest level of care when employed by a mental/behavioral health provider. The PRSS will bring a high level of value from personal, lived experience to engage, advocate, and link clients to formal/informal activities, services, and/or supports within the community that promote wellness and safety.

Supervision:

Works under the general and direct supervision of the OUD/SUD Program Director.

Classifications

- FLSA non-exempt
- Temporary, full-time
- Grant-dependent

Essential Duties, Responsibilities, Functions, etc.:

- Participates in and satisfactorily completes all assigned trainings and educational opportunities.
- Reads, understands, and assists with reporting and completing contract deliverables and associated agreements.
- Promotes and models recovery to clients, while providing support that meets the individual client's needs.
- Helps clients identify, understand, and combat stigma and discrimination associated with addiction, mental illness, and homelessness, and develops strategies to reduce self-stigma.
- Acts as advocate for the client.
- Maintains strict and complete confidentiality with protected client information.
- Assists with the activities of the HRSA Implementation grant workgroups, coalition meetings, community stakeholders, individuals with lived experience, and the community at large.
- Completes monthly time sheets, which includes working with the OUD/SUD Program Director to ensure timely submission.
- Arranges meeting space and/or Zoom capabilities for project objectives, as needed and available.
- Reviews existing community partners and researches existing community resources.
- Assists in data collection and proper documentation of client interactions.
- Assists in reporting requirements.
- Works alongside community partners to ensure quality services for clients.
- Completes evaluation plans that monitor and track progress, impact, and outcome measures.
- Submits monthly reports.

- Pursues and completes assigned certification(s) and performs all required activities within the grant timeline (anticipated one-year time frame).
- Successfully completes certification(s) test(s).
- Participates in required, assigned, regular supervisory sessions.
- Other duties as necessary and assigned.

Essential Skills, Abilities, Knowledge, etc.:

- Ability to form relationships with strategic partners, e.g., government agencies, non-profit agencies, schools, businesses, faith-based communities, etc.
- Understanding of substance use disorders.
- Comfort with and ability to discuss substance abuse disorder topics.
- Display empathy towards those struggling with substance use disorder.
- Familiarity with local and regional communities and their resources.
- Ability to speak effectively and professionally in public to a variety of audiences.
- Display and maintain professional demeanor.
- Ability to write clear, concise, and grammatically correct letters, reports, and other forms of communication.
- Ability to identify problems and develop solutions through motivational interviewing with clients.
- Ability to facilitate discussions and meetings.
- Continue to develop organizational skills.
- Basic knowledge of Microsoft Word, Excel, and similar word processing and spreadsheet programs.
- Willingness and ability to learn and grow to meet any changing requirements of the job.
- Ability to meet with and educate others about the project during times that are convenient for the community members and professional practices (i.e., mornings, evenings, weekends).
- Attention to detail, accuracy, and neatness.
- Ability to work with noise and interruptions.
- Ability to work independently.
- Ability to work well with fellow staff and community.
- Ability to maintain strict confidentiality where required by law.
- Ability to serve the public in a diplomatic, friendly, and efficient manner.

Special Requirement(s):

- Current, valid Colorado State Driver's License.
- Properly insured vehicle.

Desired Education and/or Experience:

- A minimum of 6 months in recovery
- Minimum high school graduate or equivalent.
- Basic computer skills (i.e., typing, Microsoft Office (Word, Excel, PowerPoint)).

Physical/Environmental Demands: *The following physical/environmental demands are representative of those that must be met by the employee to successfully perform the job. Reasonable, appropriate accommodation may be made to enable individuals with disabilities to perform the job.*

- Requires driving and work in the field (out of the office).
- Office environment which can be very busy and noisy.
- Dexterous use of both hands.
- Position involves moving, bending, walking, and lifting up to 30 pounds.
- May require corrected vision and hearing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Policy Requirements:

- Formal application, rating of education and experience, oral interview, and reference check are required, job related tests may also be required.
- Employment is contingent upon the applicant passing a mandatory post-offer employment medical physical, a mandatory Colorado Bureau of Investigation (CBI) background check, and a mandatory post-offer employment drug screen.
- Verification of any combination of driving record and/or workers' compensation history may be made.
- No medical inquiries will be made, or workers' compensation information gathered until after a conditional job offer has been given to the applicant.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

AFFIDAVIT

I certify that I understand the description of this job, the physical demands, and policy requirements as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

OCHD Executive Director Review and Approval of Job Description (pursuant to C.R.S. 25-1-509 (1)(b)):

  
\_\_\_\_\_  
Executive Director

  
\_\_\_\_\_  
Date