



Title: Peer Support Specialist Substance Use Disorder
Status: Part-Time Contract (15 hours per week), No Benefits
Pay Rate: \$11.00-\$15.00 per hour, depending on experience
Reports to: Health Promotion Manager
Location: Based in Nelson County with occasional travel as needed

Primary duties include, but are not limited to:

- Dependable and prompt attendance is a requirement of this position.
- Maintains Agency records and reports according to program standards.
- Functions as a fully integrated team member to provide expertise about the recovery process.
- Collaborates to promote a team culture that recognizes, understands, and respects each client's point of view, experiences, and preferences.
- Assess, identify, and develop a plan to address potential and real barriers to client needs and goals.
- Provides peer counseling and consultation to individual clients, and team staff.
- Exhibits competency regarding policies, procedures, and programs in area of assignment.
- Shifts to new tasks when priorities change.
- Establishes priorities in work assignments to facilitate efficiency and/or clinic flow.
- Refers clients into treatment and substance use services.
- Meets deadlines when they exist.
- Establish a working relationship with appropriate community resources in the service area such as those providing partner services for the target population.
- Work independently and coordinate internally to identify and locate clients who qualify for services.
- Promote harmonious working relationships.
- Maintain knowledge of HIV care, STIs, risk reduction, mental health issues, case management and other related topics through self-study and training participation.
- Understands community needs and systems available to address barriers.
- Conduct targeted outreach and/or phone calls as appropriate to facilitate client needs and services; document all outreach and results.
- Perform other duties as required that are reasonable and applicable to this position as assigned by the supervisor.
- Maintains a full client caseload and conducts semi-weekly individual sessions with clients on that caseload.
- Plans and facilitates peer support group sessions.
- Consults regularly with Harm Reduction staff on the status of each client.
- Completes staff notes on each client participating in peer support sessions.
- Earns at least 6 hours of continuing education each year.
- Participates in committees.
- Participates in community relation activities.
- Is willing to work flexible schedule in order to meet the needs of the community and health department.
- Employee understands he/she may be required to report to duty with Public Health emergencies/disasters as mandated by County and LTDHD Emergency Operation Plans.

Qualifications:

- Customer service oriented.
- Maintain confidentiality as per Lincoln Trail District Health Department Confidentiality Agreement.
- Maintain CPR certification.
- Completion of State Certified Peer Support Specialist training and attainment of peer support specialist certification.
- Maintain CPR certification.
- Consistently demonstrates competency as peer support specialist.
- Promotes an awareness and utilization of health department services in a positive manner.
- Assume responsibility and accountability for peer support certification according to certification requirements.
- Document legibly and according to LTDHD documentation guidelines.
- Provide transportation, when necessary and provide proof of a valid driver's license and current automobile insurance.

Education:

Bachelor's degree preferred. High school diploma or GED or two or more years' experience in similar work may be substituted. Mental health and addictions knowledge preferred. Experience working with diverse populations, including individuals with HIV/AIDS preferred. Effective communication both written and verbally, Able to maintain confidential and sensitive information, Able to manage multiple priorities and projects, Proficient in Microsoft Office Suite.

To Apply:

If you are interested in applying for the position please complete an application and submit it to Human Resources no later than 4:30pm EST on Friday, January 29, 2021. Any application received after the deadline will be rejected. Selection will be made by interview(s), and/or review of submitted documentation. Criminal background, licensure check, and drug screening will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Lincoln Trail District Health Department, 108 New Glendale Road, Elizabethtown, KY 42701
Fax: 270-765-7274, www.ltdhd.org, *Equal Opportunity Employer*