



## **Job Description**

**EMPLOYEE CATEGORY:** RSPS – Recovery Support Peer Specialist

**WORKING HOURS:** Monday-Friday and as needed

**STATUS:** Exempt

**REPORT TO:** Director of Recovery Support Services

**GENERAL DUTIES:** Recovery Support Peer Specialist staff promote a recovery-based approach that emphasizes hope, respect, self-direction, and empowerment by providing peer support, personal assistance, education, links to community resources and other supportive services, to aid in members' recovery from mental illness and/or addiction disorders. The primary goal is to empower and inspire individuals in recovery to achieve their goals and lead fulfilling lives. The RSPS works in keeping with and to further promote the mission, vision, and client-centered service objectives of the organization.

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### **KEY RESPONSIBILITIES**

- Peer Support – provide one-on-one support to participants in any stage of recovery
- Advocacy – Assist participants in navigating and accessing services & resources
- Education & Skill Building – conduct educational sessions and peer support groups
- Goal Setting – Support participants in setting and achieving their recovery goals
- Documentation & Reporting – maintain accurate and confidential records of interactions with participants.

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### **KEY PERFORMANCE INDICATORS:**

- Completes documentation for behavioral health record in accordance with agency and funding source requirements. Maintain accurate records of peer / coach activity.
- Provide services in a positive and supportive manner through coaching, role modeling and mentoring to assist participants in developing skills to achieve their goals.



- Ability to work collaboratively with the team and have a willingness to contribute as needed by the department.
- Engage in ongoing professional development as required.

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**SKILLS AND ABILITIES REQUIRED:**

- Fluent in Microsoft Word, Excel, and EMR Systems & Databases.
- Communication; verbal, non-verbal, written, and interpersonal
- Effectively works with leadership and team members.
- Confidentiality to employee data and information relating to the TEAM

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**REQUIREMENTS:**

- Have a current Texas Driver's License & Insurance
- Type 35 WPM.
- Certified RSPS & Core training preferred.
- Personal experience with substance use and/or mental health challenges.
- GED/ High school diploma.
- Must pass a pre-employment background check.

**ACCEPTANCE:**

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Employee

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Date

\_\_\_\_\_  
Supervisor/Human Resource

\_\_\_\_\_  
Date