

City of Poulsbo
Position Description

Position Title: Peer Support Specialist I (part time)	Reports To: Recovery Resource Center Manager
Department: Housing, Health and Human Services	Date: April 2024
Salary Schedule: Casual Labor Scale 9-A (\$30 per hour)	

General Purpose:

The City of Poulsbo operates a Recovery Resource Center (RRC). The RRC serves individuals with substance use disorders and co-occurring health conditions in the North Kitsap area. Visitors to the RRC access a variety of services including peer support, substance use disorder services, mental health counseling, basic medical care, and connection to telehealth providers. The aim of this Center is to promote recovery by creating a safe, supportive and healing environment for those affected by drug and alcohol use—and promote long term transformation through relationships and evidence-based practices.

Peer emotional support is central to the services provided at the RRC. The ability to discuss struggles and successes related to experiences shared by another individual promotes healing and compliments traditionally accepted professional services in the healthcare system. The role of the Peer Support Specialist is to work with individuals who visit the Center on an occasional and ongoing basis. The Peer Support Specialist is an accountability partner to help individuals plan, evaluate, and maintain their recovery journey by engaging in a positive supportive relationship. The Peer Support Specialist is also responsible for demonstrating and inspiring hope, trust and a positive outlook and optimizing member connection with a broad range of community-based services and natural supports.

This position is funded as a part time position through June of 2025. Hours of work are Tuesdays, Wednesdays and Thursdays and the shifts are 9:00am-1pm and 4pm-8pm (depending on the week). These hours may change after hire. This may become a full time position.

Job Duties:

- Work directly with the Recovery Resource Center Manager to establish guidelines, best practices, member tracking, and expectations in the development and application of this position.
- Work with individuals that are in recovery from or struggling with addiction, mental health, and/or behavioral health concerns to provide support and referral services.
- Provide intake services and non-clinical case management for programming contracts.
- Maintain weekly contact with assigned members (when appropriate).
- Submit data and other reporting in a timely fashion.
- Develop relationships with community partners including first responders and co-responders who utilize the Center.
- Engage in outreach to jails, courts, and other settings.
- Collaborate with other peers and providers as requested in providing support to those at the Center.
- Respond to all phone calls and emails in a timely fashion.
- Support groups at Center by attending meetings and working with group facilitators; there may be opportunities to lead your own groups.
- Attend on-going training programs offered to enhance effectiveness of role.

Performance Requirements (Knowledge, Skills and Abilities):

Required for this position:

- Must identify as someone in recovery from substance use disorder and in remission for a period of at least one year.
- Must have great organizational, documenting, communication, and program development skills.
- Ability to be an active listener by asking questions and reflecting on what is being said.
- Proficient level of ability with computer software: Microsoft Office Products.
- Ability to work both independently and under supervision.
- Ability to maintain healthy boundaries.
- Ability to manage time effectively.

Working Environment/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work is performed in the Center and in the community.
- Work is performed with considerable independence.
- Ability to lift 50 pounds.
- Willingness to clean and maintain interior and exterior space.

Experience and Training Requirements:

- Previous experience working with people struggling with substance use disorders and/or mental health issues required.
- Recovery Coach or Peer certification required (must obtain within 6-months of employment).
- Training in suicide prevention, situational awareness, de-escalation, trauma informed/responsive care, cultural competency, motivational interviewing preferred (we will provide opportunities to develop these, and other competencies).

Licenses and Other Requirements:

- Valid Washington State Driver’s License.
- A background check will be conducted on an applicant prior to being appointed to this position; previous criminal activity is not a disqualifier for employment (we will consider on a case by case basis).

By signing this document, I confirm that I have reviewed this document and received a copy for my files.

Peer Support Specialist I (Print)

Signature

Date

H3 Director (Print)

Signature

Date