

# Craighead County

## Peer Recovery Specialist

### Job Description

**Job Code:** 1000  
**Exempt:** No  
**Department:** Sheriff's Office  
**Reports To:** Commander of the 2nd Judicial Drug Task Force Unit  
**Location:** Craighead County  
**Date Prepared:** January 20, 2023  
**Date Revised:**  
**Safety Sensitive:** This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

#### GENERAL DESCRIPTION OF POSITION

- A. The Peer Recovery Specialist is assigned to the 2nd Judicial Drug Task Force unit.
- B. The Peer Recovery Specialist develops relationships with people suffering from substance abuse, trains citizens on substance abuse awareness, and supports law enforcement by providing alternatives to conventional criminal justice practices. The Peer Recovery Specialist is responsible to the Commander of the 2nd Judicial Drug Task Force and the assigned Narcotics Agent.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work in cooperation with investigators conducting overdose investigations,
2. Develop, implement, and promote ongoing community training opportunities,
3. Work with staff and other community professionals to implement and promote recovery-oriented training programs and opportunities,
4. Support others in recovery from a substance use disorder,
5. Serve as a role model, mentor, advocate, and motivator to recovering individuals in order to help prevent relapse and promote long-term recovery,
6. Demonstrate an ability to share personal recovery experiences and develop authentic peer-to-peer relationships,
7. Maintain project logs, reports, and records in appropriate files and database(s),
8. Provide recovery education to service recipients for every phase of the recovery journey, from pre-recovery engagement, recovery initiation, recovery stabilization, and sustained recovery maintenance,
9. Provide a model for both people in recovery and staff by demonstrating that recovery is possible,
10. Assist recovering persons in identifying their personal interests, goals, strengths, and weaknesses regarding recovery,
11. Assist/coach recovering persons in developing their own plans for advancing their recovery,

12. Recovery Planning: facilitate (via personal coaching) the transition from a professionally directed service plan to a self-directed Recovery Plan. The goal should be to transition from professionally assisted recovery initiation to personally directed, community-supported recovery maintenance,
13. Promote self-advocacy by assisting recovering persons to have their voices fully heard; their needs, goals, and objectives established as the focal point of rehabilitation and clinical services,
14. Actively identify and support linkages to community resources (communities of recovery, educational, vocational, social, cultural, spiritual resources, mutual self-help groups, professional services, etc.) that support the recovering person's goals and interests. This will involve a collaborative effort, including the recovering person, agency staff, and other relevant stakeholders,
15. Support connections to community base and mutual self-help groups. Link individuals to appropriate professional resources when needed. Provide vision-driven hope and encouragement for opportunities at varying levels of involvement in community-based activities (e.g., work, school, relationships, physical activity, self-directed hobbies, etc.),
16. Develop relationships with community groups/agencies in partnership with others in the agency,
17. As the position evolves and knowledge increases, visit community resources with recovering persons to assist them in becoming familiar with potential opportunities,
18. Identify barriers (internal and external) to full participation in community resources and develop strategies to overcome those barriers,
19. Maintain contact by phone and/or e-mail with recovering persons after they leave the program to ensure their ongoing success and to provide re-engagement support in partnership with others in the agency if needed. Long-term engagement, support, and encouragement.
20. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area, e.g., data processing, clerical/administrative, equipment operation, etc., plus 2 years related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only

limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Basic: Alphanumeric Data Entry, Database, Spreadsheet, Word Processing/Typing

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

### **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent,

but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising because of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in acting for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those people contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking, pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

## **ADDITIONAL INFORMATION**

### VI. Qualifications:

- A. High school diploma/G.E.D. and three letters of recommendations,
- B. Worked within the last three years with at least 12 months total of successful paid or voluntary work experience, and
- C. Have acquired or met the qualifications for certification as a Certified Recovery Specialist.

### VIII. Knowledge, Skills, and Abilities (KSAs):

- A. Knowledge of the drug and alcohol treatment system and a demonstrated commitment to the recovery community,
- B. Knowledge of the geography and streets of the county and cities,
- C. Knowledge of the judicial process and criminal court procedures,
- D. Knowledge of current community training opportunities,
- E. Knowledge of recovery from a substance use disorder(s),
- F. Skill in maintaining project logs, reports, and records in appropriate files and database(s),
- G. Skill in operating a computer and standard office equipment,
- H. Skill in observing and interpreting human behavior,
- I. Skill in interpersonal relations,
- J. Ability to understand and respect for each individual's unique path to recovery.
- K. Ability to serve as a role model, mentor, advocate, and motivator,
- L. Ability to assist recovering persons in identifying their personal interests, goals, strengths, and weaknesses regarding recovery, and
- M. Ability to coach recovering persons in developing their own plans for advancing their recovery.
- N. Ability to perform work ethically, promptly, and with little to no supervision adjustments.

### IX. Principal Working Relationships:

- A. Co-workers, other county employees,
- B. Families and support members of those affected by substance abuse,
- C. Agents within the 2nd Judicial Drug Task Force and other narcotics agents, the prosecuting attorney and deputy prosecuting attorneys,
- D. Other Peer Recovery Specialist (PRS) and members of the mental health and recovery profession,
- E. General public, business owners, judges, attorneys, health care workers, co-workers, suspects, victims, juveniles and their parents, and
- F. Persons convicted of or suspected of criminal acts.