



AIDSAlabama
Housing Is Healthcare

Open Position Job Description Rectory/Living Well MISSION Peer Support Specialist

Reports to	LIBCAP/LWM Program Coordinator, Clinical Director
Physical Requirements	Must be able to travel to community sites to provide services as needed.
Minimum Qualifications	At least three years of personal recovery and active involvement in recovery process. Familiarity with various substance abuse recovery processes. Awareness of supportive community resources. Organization and management skills. Strong written and verbal communication. Valid AL Driver's license, reliable transportation, good driving record and H.S. Diploma/GED.
Preferred Qualifications	Certification as a Peer Support Specialist
Overall Mission	Provide individual and group services for consumers enrolled in the Living in Balance Chemical Addiction and Living Well MISSION programs.
Hours	40 hours weekly, must be able to work night/weekend hours as needed depending on consumer needs.
To Apply	Please send resume to troy.north@aidsalabama.org (No phone calls please.)

Areas of Responsibility

1. Work as a vital member of the treatment team providing services for homeless and previously homeless individuals with substance abuse, mental health, and/or co-occurring problems;
2. Utilize goal-setting processes to help consumers articulate personal recovery goals and identify skills, strengths, supports, and resources necessary to achieve these goals and highlight skills, strengths, supports, and resources they share or have personally used;
3. Help consumers locate and join self-help/support groups and offer to attend initial meetings with them, stressing the importance of joining and regularly attending these groups;
4. In all interactions, model and teach through example healthy coping, self-help strategies, appropriate social interactions, problem-solving, and healthy interpersonal relationships;
5. Support consumers' vocational goals by discussing opportunities, application and interview processes, and strategies for maintaining employment;
6. Maintain a working knowledge of current trends and developments in the mental health field through review of books, journals, and other relevant materials;
7. Attend continuing education seminars and other in-service training when offered;
8. Complete all documentation and billing procedures as required by the agency, ADMH, and Ryan White Program standards;
9. Must be willing and able to complete all required trainings in obligatory timeframes;
10. Participation in agency activities and fundraisers is expected as necessary and requested;
11. Majority of time will be in the community supporting and assisting clients;
12. Other duties as assigned.

Work Environment

- 1. Schedule – Work hours are full-time and may occasionally include nights and/or weekends; varies based on the needs of the consumers, the consumer’s family, and the agency;
- 2. Physical Requirements – May lift up to 50lbs occasionally;
- 3. Safety/Environmental – Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI’s) as well as impaired cognitive behaviors.

Overall Expectations

Represent the agency in person, and through all other methods of communication, in a way that reflects the agency’s mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with the Clinical Director and LIBCAP/LWM Program Coordinator. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature (or assigned designee)

Date