

Southwestern Wisconsin Community Action Program, Inc.  
Job Description

**Job Title: Peer Support Specialist**

---

**Exempt (Y/N):** No

**Salary Level:** 3

**Location:** Recovery Houses

**Department:** Behavioral Health

**Supervisor:** Recovery Pathways Director

**Prepared By:** Kim Hill/Michelle Ripp

**Date:** 2/4/2019

**Approved By:** Walter Orzechowski

**Date:** 2/6/2019

---

**SUMMARY:** The peer support specialist will help teach strategies to promote skills to overcome challenges and promote wellness and independence so individuals can move forward with their lives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- The Peer Support Specialist will guide, support and model positive behaviors that are crucial for healthy recovery.
- Assist residents in making good choices regarding their recovery plan.
- Assist residents in finding resources in the community.
- Meet at least weekly with the Opportunity House residents to discuss their plan of action.
- Attend and lead the Opportunity House weekly meeting.
- Attend all required supervision, staff, training meetings/report any updates.
- Accompany resident to appointments as needed.
- Become familiar with and enforce, with the support of the director, the Opportunity House policies and procedures.
- Be a decision maker.
- Other related duties and responsibilities as assigned, that fall within the scope of the role of a peer support specialist.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or GED/HSED required; graduate of state-approved Certified Peer Specialist training; certified as a Wisconsin Certified Peer Support Specialist

**LANGUAGE SKILLS:**

Active listening and positive communication skills; good computer skills; accurate documentation; ability to meet deadlines; knowledge of substance use issues and mental health needs.

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

Wisconsin Certified Peer Support Specialist

**OTHER SKILLS AND ABILITIES:**

Good written and verbal communication skills. Personal experience with mental health/AODA and knowledge of recovery principles, a valid driver's license, automobile, and sufficient insurance to meet agency requirements is preferred. A minimum of one year continuous clean time and sobriety (verification required).

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use hands, fingers, handle, or feel objects, tools or controls and talk and hear and taste or smell. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb, or balance and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

.