

Helena Indian Alliance

Job Description

Position Title: Certified Behavioral Health Peer Support Specialist (CBHPSS)

Name of Employee:

Reports to: Clinical Supervisor

Duties and Responsibilities:

- Peer Supporter must maintain long-term stable recovery at least 2 years verified.
- Peer Supporter must be willing to publicly self-identify as being in recovery from a mental health, substance use and or addiction disorder.
- Peer Supporter must be willing to share his or her own story of recovery.
- Peer Supporter must be able to obtain and maintain State Certification and/or licensing requirements.
- Adhere to CBHPSS code of ethics as set out by Montana State Law Chapter 24.219.925 CODE OF ETHICS and Sub-Chapters 37-1-319, 37-22-201, 37-1-136.
- Complete and Pass Peer Support 101 Training (40 Hours) (Provided) Maintain the Required 20 Hours of CEUs' per year and maintain correct and accurate records of all training, certifications, licensing, and clinical supervision.
- Peer Supporter must have a minimum basic understanding of: The concept of Recovery as it relates to Behavioral Health, Peer Support and Recovery Coaching, Wellness and Recovery Planning.
- Must responsibly, thoroughly and accurately document all visits with Peers in any setting through approved format, with Clinical Supervisors approval, CBHPSS signature and date prior to admission to Helena Indian Alliance EHR.
- Must initiate, document and engage in 1 hour of clinical supervision for every 20 hours work experience. No more than 40 hours of work will occur without required clinical supervision hours and/or consultation maintained. Supervision may occur face to face or through secure video conference. Must complete, maintain and retain accurate documentation of all recorded clinical supervision for a period of seven (7) years.
- Peer Supporter must notify the BOARD OF BEHAVIORAL HEALTH of any change in clinical supervisor within ten (10) days.
- Peer Supporter will complete tasks as assigned in a timely fashion, meeting deadlines when set, take direction from superiors, and remain professional when representing HIA either on campus or in public.
- Peer Supporter will provide recovery knowledge to peers through personal learned experience, assist peers in obtaining necessary community referrals, provide transportation when necessary, and participate in wellness and recovery planning using SAMHSAS 8 Dimensions of Wellness, and other tasks.

Knowledge, Skills and Abilities:

- Must possess valid Driver's License and ability to obtain commercial level insurance.
- Must be able and willing to travel when required
- Must possess communication skills, both written and verbal.
- Must have the ability to create and maintain professional and effective working relationships with peers, co-workers, clients, and the general public.
- Must have good computer skills such as; Excel, Outlook, Word, and Secure Video Conferencing. Must have proficient typing skills,
- Peer Supporters must submit to and pass random alcohol and/or Drug screening testing.
- Peer Supporters must participate in training, participate in staff, community and program meetings.
- Peer Supporter will report to their assigned Clinical Supervisor.