

# Capital Recovery Center

## Certified Peer Counselor

### Job Description

**Title:** Certified Peer Counselor

**Department:** Peer Program

**Reports to:** Peer Program Supervisor

### Job Summary

Under general supervision of a Mental Health Professional, the Certified Peer Counselor (CPC) provides peer support services; serves as a participant advocate; provides participant information and peer support in pursuit of goals identified by the participant. The CPC assists participants in acquiring skills such as social skills, coping skills, community living skills, development of natural supports, and self-advocacy. The CPC will role model competency in recovery and ongoing personal wellness skills, as well as sharing a personal recovery story. Medicaid rules say all services must be designed to support participants making a concrete step toward a measurable rehabilitation goal.

### Summary of Essential Job Functions

**Knowledge:** CPC's will have a working knowledge of Wellness Recovery Action Plans, Wellness Planning, Motivational Interviewing, Advance Directives, Trauma-Informed Care, De-Escalation Skills, Collaboration Skills, Crisis Intervention, and Using Culturally Specific Interventions identified by the Participant.

### Responsibilities:

#### 1:1 Peer Support

- Engaging participants in the recovery process through building personal connections.
- Providing Active Listening and Emotional Support.
- Using Motivational Interviewing Skills as needed.
- Sharing relevant experiences and skills used related to recovery.
- Facilitating collaborative development of an individual service plan (ISP).
- Crisis Intervention as needed and facilitating development or modification of safety plans as well
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- Informing supervisors of participants in crisis.
- Helping participants identify, learn, and practice relevant skills for recovery.
- Encouraging development and strengthening of formal and natural supports in the community.

- Providing referrals to services in the community (medical services, mental health, substance use treatment, social services, advocacy, educational assistance, employment assistance, housing assistance, etc.)
- Collaborating with other Service Providers with a valid signed Release of Information.
- Model personal recovery and whole-person wellness at all times.

### **Group Peer Support**

- Facilitate established groups at CRC and/or develop new groups and facilitate new groups.
- Develop community guidelines for each group facilitated.
- Sharing relevant experiences and skills used related to recovery.
- Developing a safe group environment for participants.
- Responding to participant questions and concerns.
- Using redirection to return to group topic or process.
- Teaching skills or concepts related to recovery.
- Facilitating a process-oriented/support group with a focus on providing space for participants to talk about personal concerns as well as give and receive support from one another.
- Facilitating a group based on leisure skills or creative expression.

### **Use of Supervision**

- Actively participate in group supervision.
- Actively participate in weekly individual administrative supervision focused on documentation, legal requirements, and flow of paperwork and clinical supervision focused on process and reflection related to 1:1 interactions and facilitation of groups.
- Consult with supervisor on any crisis situations or potential crisis situations regarding participants.
- Follow all directives of supervisor related to clinical care and administrative procedures.
- Complete any additional duties as assigned.

### **Documentation**

- Follow all WACS.
- Completing all progress notes in Avatar using templates provided for individual and group peer support services in a timely manner and with correct use of grammar and spelling.
- Completing initial ISP in Avatar within 30 days of Intake based on collaboration with participant following established procedures for writing an ISP and completing updated ISP's every six months at the beginning of each group cycle.
- Completing ISP Review in Avatar before completing updated ISP's.
- Completing Safety Plans as needed and follow procedures for ensuring CRC staff has access to these.
- Documenting all engagement attempts in Avatar.
- Following documentation procedures for discharging participants from CRC.
- Completing group proposals and outline of topics and/or activities for new groups and waiting for approval from clinical director and executive director before announcing or facilitating new group.
- Completing all Releases of Information (ROI's ) correctly to ensure they are valid.
- Making copies of all letters written or forms completed for participants and giving original letters and forms to administrative staff for scanning into Avatar.

## **Qualifications/Competencies**

- Self-Identify as a current or former user of mental health, co-occurring, or substance use services who can relate to those who are now using these services.
- Sharing relevant personal experiences related to recovery.
- Able to build relationships with peers and maintain boundaries that enhance a mutually beneficial partnership built on the principles of recovery.
- High School Graduation or GED and CPC Certification.
- Minimum of two years of experience as a CPC.
- Effective written and verbal communication skills.
- Active Listening.

## **Qualifications/Competencies (Cont.)**

- Comfortable with a wide variety of people and presenting concerns.
- Ability to work with and respond to people in distress.
- Ability to take direction and be a team player.
- Comfortable with using computers, including working knowledge of Electronic Medical Records Charting, Microsoft Word, Internet, and Email.
- Attention to details.
- Able to pass Washington State background check.

## **Work Hours**

- Monday through Friday, 8 am – 4:00 pm