



W O L F E S T R E E T

f o u n d a t i o n

Job Description

Position: Peer Recovery Support Specialist

Work Schedule: 40 hours per week | Typically Monday through Friday | Occasional Weekend and Holiday

Description

Peer Recovery Support Specialists will provide direct one-to-one peer support to people seeking and sustaining long-term recovery from substance addictions, work as a team to support Recovery Community Organization (RCO) activities at the Wolfe Street Foundation (WSF), and perform other duties as assigned. This position is key to the Wolfe Street Foundation's mission as a Recovery Community Organization to provide peer-based support services to people in recovery. The successful candidate will model long-term recovery and relapse prevention best practices and provide high-quality service delivery to program participants. Peer Recovery Support Specialists will report to the Peer Services Coordinator and to their Peer Recovery Peer Supervisor. Peer Recovery Support Specialists will also report, in a limited capacity, directly to the Executive Director.

Job Duties

The Peer Recovery Support Specialist will provide direct one-to-one peer support services by:

- Performing intake assessments and processing intake documentation for new and existing program participants with a high level of professionalism, accuracy, and ethical practice;
- Leading peer coaching sessions for peer participants as assigned and proactively seek peers who may qualify or be in need of services from the Wolfe Street Foundation;
- Working one-to-one with peer participants to develop individual recovery plans in accordance with established best practices and organizational policy;
- Navigating peer participants to services necessary for their sustained recovery;
- Advocating on behalf of peer participants in justice, healthcare, and treatment systems;
- Modeling recovery best practices and maintaining a high level of ethical practice;
- Affirming multiple pathways to recovery and helping peer participants find their preferred pathway without bias, prejudice, or judgment;
- Maintaining peer participant records by accurately documenting interactions and updating records in a timely manner to ensure continuity of a high-quality service experience;
- Proactively supporting peer participants as they work their recovery plans, helping navigate solutions to problems or obstacles peer participants may face in their recovery journeys;
- Working as a team with internal and external partners to serve peer participants; and
- Performing other duties as assigned to assist peer participants in their recovery journeys.

The Peer Recovery Support Specialist will work as a team to support RCO activities at WSF by:

- Leading small group educational and support groups for peer participants;
- Assisting with community, educational, and advocacy events at WSF in peer leader roles, occasionally taking leadership and ownership of one or more events or series of events;
- Supporting events at the Wolfe Street Foundation by serving in assigned roles;

- Proactively taking the initiative to meet the needs of the Wolfe Street community by maintaining the building as a clean and welcoming environment;
- Occasionally supervising volunteers (including court-ordered community service volunteers) in their duties at WSF and in other capacities;
- Assisting with the promotion and execution of events and education opportunities; and
- Other duties as assigned to support RCO activities at WSF.

The Peer Recovery Support Specialist will perform other duties as assigned to contribute to the success of the Peer Recovery Support Services Program at the Wolfe Street Foundation.

Qualifications

Peer Recovery Support Specialists will have the following education/certification qualifications:

- A High School Diploma, GED, or equivalent (required)
- Registration as a Peer in Training (PIT) with Arkansas peer certifying authority (required)
- Certification as a Peer Recovery Support Specialist (PR) in Arkansas (preferred)

Peer Recovery Support Specialists will have the following experience and preferred skills:

- Experience working in a peer recovery, treatment, or professional addiction services setting
- Experience working as a team to accomplish a goal
- Experience working with electronic and/or paper documentation to track notes and contacts
- Self-starting, initiative-taking attitude with a high degree of self-motivation
- Passion and compassion for the recovery community and peers

Compensation

Full-time Peer Recovery Support Specialists will earn an hourly wage of \$13 to \$16.50 depending on education and experience. The Wolfe Street Foundation also offers complete and comprehensive healthcare coverage and paid time off benefits to all full-time employees.

Volunteer Opportunity

In pursuit of a peer certification and under the appropriate supervision, peers may volunteer to serve as a Peer Recovery Support Specialist at the Wolfe Street Foundation to meet required in-service hours. Volunteering at the Wolfe Street Foundation in this capacity does not secure for the volunteer any preference in hiring processes, nor does it guarantee the availability of future paid work. The Wolfe Street Foundation hires Peer Recovery Support Specialists as funding is available to best serve our peer participants and pursue our mission.

To Apply

Send a complete resume to wsfcareers@gmail.com along with a cover letter or brief message indicating your interest in serving the Wolfe Street Foundation and recovery community in this position.