



Peer Specialist Supervisor – Position Description

JOB TITLE	Certified Peer Specialist Supervisor – Full Time
REPORTS TO	Deputy Executive Director
FLSA STATUS	Exempt

SUMMARY

The Certified Peer Specialist Supervisor provides direct supervision to Certified Peer Specialists, coordinating rural consortium efforts in Franklin County with focus on supporting the prevention, treatment and recovery of opioid use and other substance use disorder through peer support services. This position works under the immediate supervision of the Deputy Executive Director and general supervision of the Executive Director.

RESPONSIBILITIES

1. Participate as a team member in the formulation of program and/or agency planning, and in the coordination and implementation of CPS services.
2. Provide direct supervision to other CPS staff.
3. Certified Peer Specialists interventions may include:
 - (a) Sharing lived experiences of recovery, sharing and supporting the use of recovery tools and modeling successful recovery behaviors;
 - (b) Helping individuals to connect with other peers and with their community at large; and
 - (c) Assisting individuals with identifying strengths and personal resources to aid in their recovery.
4. Provide training for community members on peer services and resources.
5. Document all aspects of the job in compliance with agency, contractual, and funding requirements.
6. Perform all other related work as assigned.

PERSONAL ATTRIBUTES

1. High degree of maturity and emotional stability.
2. Ability to maintain effective and cooperative relationships with volunteers, clients, staff members, and other community social service agencies.

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3. Strong decision-making and leadership skills.
4. Cooperative spirit to work as a member of a team.
5. Ability to organize well, work with details, and exhibit follow through.
6. Flexibility with regard to evening and weekend work schedules.
7. Interest in personal and professional growth and the desire to seek supervision and knowledge to assist in this process.

SPECIALIZED KNOWLEDGE, EXPERIENCE AND EDUCATION

8. Bachelor's degree AND two years of mental health direct care experience , which may include experience in peer support services.
9. A high school diploma or GED AND four years of mental health direct care experience , which may include experience in peer support services.
10. Within 6 months of hire obtain, at a minimum, Certified Peer Specialist (CPS) Certification through the Missouri Credentialing Board or other equivalent certification.
11. Previous training or experience in public speaking, social services, minority relations, youth programs, planning/coordination, community organization, or teaching preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals or government regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from management and public groups.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to deal with several abstract and concrete variables.

COMPUTER SKILLS

E-mail, Microsoft Word and Microsoft Excel, data entry

WORK ENVIRONMENT

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