



Job Title	Behavioral Health Peer Support Specialist
Department	Health & Human Services Department, Public Health Division
Employment Status	Full-time
FLSA Status	Non-Exempt

Scope of Work

Under the general direction of the Assistant Director of Public Health and the Substance Use Prevention Coordinator, the Behavioral Health Peer Support Specialist will work as a certified Peer Recovery Coach, provide assistance to families and loved ones of those experiencing substance use disorder, contribute to the work of substance prevention, and continue work in the areas of opioid litigation funding. This position also participates in program development and evaluation.

Supervision

Received	Substance Use Prevention Coordinator
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Educates the community about substance use prevention and harm reduction through a variety of channels including brochures, social media posts, and in person community outreach efforts.
- Collects and reports data, maintaining patient confidentiality and compliance with HIPAA regulations and industry standards.
- Develops programs specifically for those affected by substance use and families/loved ones of those affected by substance use.
- Develops and maintains connections to treatment centers and substance use providers in Needham and surrounding communities.
- Oversees action planning for opioid funding, alongside the Assistant Director of Public Health of Nursing and Behavioral Health.
- Meets as needed with recoverees (persons identifying as a person seeking or who are in recovery) to assist and support in the creation of individualized recovery plans, identifying multi-faceted goals and concrete steps to achieve them.
- Builds trusting peer-based relationships, sharing knowledge of services and programs offered through Needham and community partners.

- Refers patients to recovery resources in the community as needed.
- Participates in Peer Recovery Coach Supervision monthly at minimum.
- Builds working partnership with the coalition Substance Prevention Alliance of Needham (SPAN).

Other Job Functions

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Must have a high school diploma or GED equivalent.
- 2-3 years of work experience in substance use prevention, harm reduction, or similar roles.
- Have a valid Massachusetts driver's license.
- Successful completion of the BSAS Recovery Coach Academy, Ethical Considerations for Recovery Coaches, and Motivational Interviewing Training.
- Evening and weekend availability, as needed.
- Must meet the requirements to become a Certified Addictions Recovery Coach as listed by [THE MASSACHUSETTS BOARD OF SUBSTANCE ABUSE COUNSELOR CERTIFICATION](#)
- Certified by the State as an Addictions Recovery Coach within 12 months of hire

Preferred

- Experience working with people affected by substance use.
- Understanding of grant reporting process and cycles.
- Knowledge of multiple pathways and experience in harm reduction strategies.
- Familiar with the criminal justice system, including courts and correctional facilities.
- Understanding of best practice programming framework.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of services and resources for individuals seeking recovery. • Knowledge of Strategic Prevention Framework • Proficiency with word processing, database, spreadsheet applications, and other standard office equipment
Ability to	• Function independently within broad scope of procedures • Develop and present effective presentations to a variety of stakeholders • Adapt to changing needs and deliverables • Work in high stress situations • Gain rapport with community members while maintaining boundaries
Skill In	• Report writing and data collection • Research in best practices • Strong communication and interpersonal skills to build rapport

Necessary Special Requirements
Physical Demands
• Some periods spent in non-office environments, including businesses, schools, and other facilities as needed to perform this role. • Some travel by private car within Town and to neighboring towns. • Hand-eye coordination is necessary to operate computers and various pieces of office equipment and making difficult visual inspections in the field. Specific vision abilities required by this job include close vision and the ability to adjust focus. • While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. • While performing the duties of this job, the employee is required to lift up to and including 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer