Capital Recovery Center

Certified Peer Counselor

Job Description

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| Title | Certified Peer Counselor  |
| Department(s) | Recovery and Resiliency Team |
| Reports to | Certified Peer Counselor Level III and MHP Level  |

Job Summary

Under general supervision of a Mental Health Professional, the Certified Peer Counselor III (CPCL-III) provides peer support services; serves as a peer participant advocate; provides peer participant information and peer support in all aspects of their recovery that the peer participant has personally identified. The CPCL-III performs a wide range of advanced level tasks to assist peer participants in system navigation, filling out paperwork and getting connected to formal and informal resources as well as facilitating groups. The CPCL-III will role model competency in recovery and ongoing personal wellness skills.

Summary of Essential Job Functions

1. **Using Capital Recovery’s goal setting process the CPCL-III will:**
	1. Assist peer participants in articulating personal goals for recovery.
	2. Assist peer participants in determining the objectives the individual needs to identify in order to reach their recovery goals.
2. **The CPCL-III will learn how to perform the following tasks:**
	1. Assist peer participants in determining challenges and barriers to recovery
	2. Assist peer participants in identifying recovery goals
	3. Assist peer participants in setting objectives
	4. Determine interventions based on peer participants recovery/life goal(s)
	5. Observe progress peer participants make toward meeting objectives/goals on recovery plan
	6. Write progress notes that relate directly to the recovery plan that is in place which was co-created by the peer participant and the CPC
	7. Understand and utilize specific modalities and interventions necessary to assist peer participants in reaching their goals

	Examples of specific modalities are:
* Wellness Recovery Action Plans, wellness planning in general
* Motivational Interviewing,
* Advance Directives,
* Active Listening;
* Mutual Decision Making;
* Trauma Informed Care and other modalities as deemed necessary;
* Theraputic alternative expressions;
* Meaningful socializtion encounters; and
* Culturally specific interventions identified by the peer;
* Heathly interventions identified by the peer that they find helpful and useful in their recovery

**Key Responsibilities of the Job**

* Partner with peer participants in facilitating Recovery-based Dialogues (Individual and Groups)
* Assist peer participants in setting up and sustaining self-help (mutual support) groups
* Assist peer participants in creating a Wellness Recovery Action Plan (WRAP)
* Explore problem solving techniques with individuals and groups
* Using strength based therapeutically sound tools to assist peer participants learn how to identify and combat negative self-talk
* Teach peer participants how to identify and overcome fears
* Support the vocational and housing choices peer participants make and assist them in overcoming anxiety associated with these life changing decisions
* Assist peer participants in building social skills in the community that will enhance job & housing acquisition
* Attend Staff meetings and department meetings as required
* Maintain a working knowledge of current trends and developments in the mental health field by reading books, journals and other relevant material

**Minimum Requirements**

* Passed Washington State Certified Peer Counseling Certification Course Test and is eligible for Agency Affiliation through the Department of Health
* Graduated High School or GED certification/and or is able to get GED/equivalent within six months of internship;
* Able to build relationships with peers and maintain boundaries that enhance a mutually beneficial partnership built on the principles of recovery;
* Able to pass Washington State background check

**Abilities Required**

* Working knowledge or the ability to learn of Microsoft Word; Email; CRC MT Scheduler and data entry
* Ability to take direction and be a team player

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Additional Information**

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| **HR use only** |
| Job code | Under Review |
| Generic title | Certified Peer Counselor Intern |
| Pay grade | Intern |
| Management? (Yes/No) | No |
| E/NE status | Not Exempt |
| Last revised | 7.28.13 |

Certified Peer Counselor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_