



**PEER SUPPORT SPECIALIST**  
**DEPARTMENT OF BEHAVIORAL HEALTH SERVICES**

**REPORTS TO: TOR SUBSTANCE ABUSE CLINICIAN/DESIGNEE**  
**SALARY/HOURLY RANGE: 36**  
**FLSA Status: NON-EXEMPT**  
**VALID DRIVER'S LICENSE REQUIRED**

**INTRODUCTION**

A Peer Support Specialist uses their life experience to carry the message of hope and recovery from substance use and mental health disorders. The Peer Support Specialist will guide and support fellow peers in their recovery journey and serve as a mentor, role model, educator, and advocate for fellow peers and clients.

**ESSENTIAL FUNCTIONS**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Provide peer services for individuals enrolled with Hopi BHS or those seeking services.
- 2) Provide outreach/engagement to individuals who missed appointments or follow up after crisis contacts.
- 3) Forms professional relationships with clients and engages in respectful communication which respects their views, autonomy and culture.
- 4) Assists in care coordination to ensure clients have full access to a variety of services and communicated with service providers to assist in client's specific needs.
- 5) Assists with facilitating recovery groups such as AA/NA meetings, Wellbriety Circle, and co-leading groups.
- 6) Provides coaching, emotional support, and soft skills training for appropriate workplace conduct, such as conflict management and problem solving skills.
- 7) Assist with transportation, completing forms, setting up appointments to ensure access to services.
- 8) Complete clinical documentation and submits to supervisor.
- 9) Contributes to a team effort by participating in case staffings and treatment planning.
- 10) Assists with providing community prevention and education services on stigma affecting individuals struggling with substance use and mental health issues.
- 11) Performs other related duties as assigned to achieve Tribal/Program goals and objectives.

**MINIMUM QUALIFICATIONS**

Education: High School Diploma or GED equivalent;

AND

Experience: 2 years of work experience in behavioral health or social services field;

OR

Equivalent combination of Education, Training and/or Life Experience which demonstrates the ability to perform the duties.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of community resources and human services network
- Knowledge of the economic, social and cultural environment of the Hopi Tribe
- Knowledge of barriers to members faced by disadvantaged populations
- Skill in providing superior customer service for both internal and external customers
- Skill in organization and planning
- Ability to maintain appropriate positive, professional interpersonal relationships with staff, peers, volunteers and others
- Ability to exercises good personal time management, be consistent and reliable
- Ability to maintain confidentiality
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to handle multiple tasks and meet deadlines
- Ability to exercise independent judgment
- Ability to obtain First Aid, CPR, AED and Mental Health First Aid certifications within nine (9) months of employment
- Ability to travel within the interior/exterior boundaries of the Hopi Tribe

## **NECESSARY REQUIREMENTS**

- 1) Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass the pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- 7) ADHS Peer Support Certification within six (6) months of employment.
- 8) Must be in recovery from mental health challenges and/or substance use for a minimum of two (2) years.
- 9) Maintain confidentiality of client records, documents, etc. as stipulated under the Plan and the Privacy provisions of the federal Health Insurance Portability and Accountability Act of 1996.

## **DESIRED REQUIREMENT**

Speak and understand the Hopi language to translate Hopi to English and vice-versa.

*PD Developed: 01/23/2024*