

JOB DESCRIPTION

Job Title:	Peer Advocate-Part Time, Benefits Ineligible	FLSA Classification:	Non-Exempt
Department:	Open Access	Reports To:	Manager of Intake and Peer Support Services

Job Summary:

A Peer Advocate is someone with lived experience with substance use who relies on their experiential knowledge to support the recovery goals of individuals who use drugs and/or alcohol. Peers are natural support experts, meaning that the relationships they establish can lead to increased feelings of support, safety, and wellbeing among the individuals they serve.

We highly value our Peers, and are focused on providing them with the education, support and guidance they need to grow in their careers and to make a lasting impact on our community. Delphi Rise supports Peers by connecting them to financial resources to obtain their Peer Certification.

Compensation: \$18.50 per hour, two to three 8-hour shifts per week. This could include days, weekends or overnights.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

- Manage waiting room for the Open Access Clinic
- Offer phone support to individuals who call the Open Access Clinic
- Assist the evaluator with referrals for services
- Assist client with filling out intake package paperwork
- Raise awareness of existing social and other support services
- Model coping skills
- Provide non-clinical crisis support, especially after periods of hospitalization or incarceration
- Accompany clients to court appearances and other appointments (when approved and arranged by Supervisor)
- Work with participants to identify strengths
- Link participants to formal recovery supports
- Educate program participants about various modes of recovery
- Responsible for maintaining an organized and sanitary work environment.
- Maintain active professional licensure and certifications by ensuring timely renewals and completing any required continuing education or training. Keep up-to-date with credentialing requirements and ensure all documentation is current and compliant with organizational and regulatory standards.
- Other duties as assigned

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Special Requirements:

This position is a mix of days, evenings, overnights and weekends. Must have flexibility to work all shifts.

Minimum Qualification Standards:

- High School Diploma or GED
- CRPA or CRPA-P
- Lived Experience in the substance abuse or mental health system
- Ability to utilize a computer
- Equivalent combinations of education and work experience will be considered

Knowledge, Skills, and Abilities:

- Able to successfully engage clients, including those who may have serious, persistent mental health issues and criminal justice histories
- Strong organizational skills including the ability to manage multiple projects and details simultaneously
- Some analytical ability to gather and summarize data, find solutions to various administrative problems, and prioritize work
- Strong written and oral communication skills to interact with clients
- Familiarity with resources in the community that meet a wide variety of client needs
- Comfortable working independently while also a strong team player
- Demonstrates cultural humility
- Candidates must possess a valid driver's license and maintain a clean driving record. The position may require occasional driving for meetings, appointments, or representing Delphi Rise in the community

Equipment, Machines and Software Used:

This position requires the regular use of a computer/iPad, printer, photocopier, fax machine, telephone, scanner.

Computer Software: Microsoft Office to include Word, Outlook, Excel.

Mental and Visual Demand:

Moderate mental and visual attention to perform light administrative work, data entry and/or reading. Requires some judgment in the analysis of facts or conditions regarding individual problems or transactions to determine what action should be taken, within the specifications of standard practice.

Physical Demand:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, talk, hear, perform repetitive hand motion, push, pull.

The employee is not required to lift or move objects greater than 5 pounds.

Environmental Conditions:

The work environment characteristics described here are representative of those that may be encountered while performing the essential functions of this position.

There is no exposure to adverse environmental conditions. Work is performed in a typical office environment with occasional outside travel. Outreach may be required in the community in both indoor and outdoor spaces. Some exposure to weather conditions may occur.

Disclaimer:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Equal Opportunity Employer Statement

Delphi Rise is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants. All qualified individuals will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, protected veteran status, or any other legally protected characteristic.