



**CARE**

2310 First St | Suite 2  
Tillamook OR 97141

Office: 503-842-5261 Fax: 855-631-4261  
[www.careinc.org](http://www.careinc.org)

## Peer Support Specialist

**Location: Tillamook County | Based in Tillamook**

**Type: Full-Time/Non-Exempt**

### **Job Description:**

CARE inc. is a Non-Profit agency that offers peer support, and uses non-clinical, peer-based activities to support individuals to help make the life changes necessary to recover from mental health and substance use disorder. Our peers offer support to establish employment and proceed to housing.

The Peer Support Specialist provides a variety of recovery-oriented services to individuals who identify as desiring peer support, to promote greater independence, community integration and recovery from drug, alcohol, and mental health related issues. Services provided by peers include a wide range of supports, services, and advocacy that contribute to a peer's ability to engage in ongoing programs and services.

This position is full time, forty (40) hours per week, and will have a focus around peer-to-peer support to include but not limited to housing and employment support, jail diversion. Intensive outpatient support, working with police, sheriff and hospital staff to support peer clients. Support people to complete daily tasks to help meet the individual where they are. Offer support through lived experience. We offer support and advocacy to peers as they move through their barriers and gain personal responsibility.

### **Position Objective:**

The Peer Support Specialist and Support Staff are team members who is responsible for peer support, acts as role model, offers advocacy and provides both direct and indirect support services to clients.

### **Essential Duties & Responsibilities:**

- To engage and assess the needs of the individual through the collection of data and "Peer Intake Forms". Provide guidance and support without judgment.
- Work with peers to identify wellness and recovery goals. Assist peers in creating a wellness plan that identifies the individual's self-determined goals, as well as specific objectives to carry out these goals.
- Exemplifies recovery principles to show by example that recovery is possible and attainable. Share their own recovery story as appropriate and walk the road of recovery alongside the service recipient.
- Attend and positively participate in required team, agency, and interdisciplinary meetings.
- Work to increase the level of cultural sensitivity, awareness and competency regarding Person Centered and Peer Delivered Services.
- Educate and advocate for the values and principles of the Recovery model.
- Lead by example and behave in a manner that exemplifies what recovery and CARE Inc., stands for. (Including language, and tone of voice)



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- Able to travel, sometimes daily in the local region.
- Provide supportive services in a culturally responsive, empowering, and nonjudgmental manner.
- Facilitate the development of recovery skills among assigned participants as a member of the CARE Inc. support team. Serve as a mentor/role model demonstrating competency in recovery, effective coping skills and self-help strategies for our peers.
- Serve as a participant advocate, provide participant information and provide support for participants during emergencies as well as in outpatient, inpatient and mental health diversion settings.
- Function as Peer Support Specialist for assigned cases.
- Assist participants in articulating personal goals for recovery.
- Assist participants in determining their treatment objectives.
- Teach and support acquisition and utilization of skills needed to facilitate individual recovery.
- Promote the knowledge of available service options and choices.
- Observe the progress participants make toward meeting objectives.
- Maintain a caseload of around 20 individuals.
- Develop and conduct recovery action planning in collaboration with housing specialists and other relevant service providers (internal or external).
- Educate and engage individuals in the recovery process to recognize early triggers, signs of relapse, and use of individual coping strategies.
- Assist with teaching independent living skills such as accessing public transportation options, cooking, cleaning, accessing and maintaining stable housing, personal finances, etc. Recommend and make referrals to programs for instruction on life skills, livelihood skills and workplace readiness skills necessary for successful reintegration into family life, the work force and the community. May instruct participants in group settings, individually or in their homes as appropriate.
- Monitor and keep case records on clients and report progress to case managers and supervisors; participate in well checks, retention calls, and other check-ins as assigned.
- Maintain all records in accordance with the standards established by Urban League standards, as well as all local, state, and federal laws and accreditation guidelines. Assure that all work is properly documented in participant records, or elsewhere, as required.
- Perform quality assurance activities as assigned.
- Recognize that individuals with co-occurring disorders are expected, not the exception, and are welcome into treatment.
- Assist in transporting and attending internal and community-based meetings with participants as needed.



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- Provide participants with information about community resources and keep current on referral resources.
- Ensure all services provided comply with professional standards, state and federal regulations and the policies and procedures. Understand and follow all applicable policies and procedures including those regarding confidentiality and HIPAA regulations.
- Perform other related duties as assigned.

**Description of Other Duties:**

- Provide back up to other staff.
- Perform other duties as assigned.
- Rotation On Call peer support.

**Skills & Abilities:**

The Peer Support Specialist provides a variety of recovery-oriented services to individuals who identify as desiring peer support, to promote greater independence, community integration and recovery from drug, alcohol, and mental health related issues. Services provided by peers (drug and alcohol and mental health consumers) include a wide range of supports, services, and advocacy that contribute to a peer's ability to engage in ongoing programs and services. Assist in the development of peer-led drop-in programs provided by CARE Inc.

- Ability to work as a team member and to establish priorities.
- Ability to apply principles learned to new situations.
- Ability to learn new skills.
- Ability to display a non-judgmental attitude.
- Knowledge of community and social service agencies.
- Ability to follow oral and written directions and to apply techniques for specific needs.
- Sufficient manual dexterity and physical ability to perform assigned tasks.
- Ability to communicate clearly and concisely both orally and in writing. •  
Ability to work in an environment where people may be hostile or abusive.
- Ability to manage time and meet deadlines.
- Ability to work courteously and effectively communicate with the public, clients, medical personnel, corrections personnel, police, and co-workers.
- Ability to maintain accurate records and necessary paperwork.
- Knowledge of de-escalation methods or ability to be trained in de-escalation methods.

**QUALIFICATIONS**

- High School diploma or G.E.D. equivalent



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- Peer Support Specialist, Certified training may be provided by CARE.
- Computer skills (Microsoft suit)
- Must be able to pass a state background check.
- Must have at least two years of recovery .
- Must sign a non-disclosure agreement.
- Activeness in the local community is a plus.

## **TO APPLY**

Please submit a detailed and compelling letter detailing your suitability for this position and your passion for the mission of CARE Inc. Your cover letter must identify how you have "lived" personal experience leading to an understanding of the needs of individuals with mental health & substance abuse disorders. Please provide the names and contact information of three references and a cover letter and resume. Please include your first and last name and position title "Peer Support Specialist" in the subject line. No calls accepted. Position is open until filled, but interested candidates are strongly encouraged to respond quickly.

Please send cover letter and resume to [mhampton@careinc.org](mailto:mhampton@careinc.org) or mail to:

**CARE Inc**

Attn: Melissa Hampton  
2310 First Street 1 Suite 2  
Tillamook, Oregon 97141  
503.812-5269

**Job Location:** Tillamook, Oregon, United States

**Position Type:** Full-Time \$20.50 to \$22.50 starting per hour, medical I dental I retirement offered after 90 day probationary

**CARE Inc. is an EOE.**