# Job Title: Peer Recovery Specialist (PRS)

**Department:** Behavioral Health / Recovery Services
**Reports To:** Clinical Supervisor
**FLSA Status:** Non-Exempt /Part-Time

**Position Summary**

The Peer Recovery Specialist (PRS) uses their own lived experience with substance use disorders, mental health conditions, or co-occurring challenges to support others on their path to recovery. Working as part of a multidisciplinary team, the PRS provides non-clinical, strength-based peer support, advocacy, and resource navigation. This role empowers individuals to build resilience, develop self-directed wellness plans, and connect with community supports.

**Key Responsibilities**

- **Peer Mentorship & Role Modeling.** Share personal recovery experiences appropriately to inspire hope, build trust, and model self-advocacy and wellness.
- **Recovery & Wellness Planning.** Collaborate with individuals to identify personal strengths, set recovery goals, and develop actionable Wellness Recovery Action Plans (WRAP) or similar self-directed tools.
- **System & Resource Navigation.** Assist peers in accessing behavioral health services, Community Services Boards (CSBs), housing, employment programs, healthcare, and natural community supports.
- **Group & Individual Support.** Facilitate peer-led recovery groups, educational workshops, and one-on-one mentoring sessions in both office and community settings.
- **Outreach & Engagement.** Conduct community outreach, follow up with individuals transitioning out of inpatient care or crisis services, and connect high-risk individuals with harm-reduction and treatment resources.
- **Advocacy & Self-Determination.** Support peers in articulating their needs to treatment teams, healthcare providers, and social service agencies while promoting self-determination.
- **Documentation & Compliance.** Complete accurate, timely, and person-centered service notes in compliance with Medicaid, DBHDS, and agency standards. Maintain strict confidentiality under HIPAA and 42 CFR Part 2.

**Required Qualifications**

- **Lived Experience.** Self-identified current or former recipient of mental health or substance use recovery services with a demonstrated, sustained commitment to personal recovery.

- **Certification.** Active Certified Peer Recovery Specialist (CPRS) credential through the Virginia Certification Board (VCB), or eligibility to obtain certification within [e.g., 6 to 12] months of hire.
- **Training.** Completion of the state-approved DBHDS 72-hour Peer Recovery Specialist training curriculum.
- **Education.** High school diploma or GED equivalent.
- **Compliance.** Ability to pass a criminal background check, CPS registry check, and drug screening in accordance with Virginia behavioral health regulations.
- **Transportation.** Valid Virginia driver's license with a safe driving record, if community transport or field outreach is required.

**Preferred Qualifications**

- **Experience.** At least one year of paid or volunteer experience providing peer support, advocacy, or outreach services.
- **Knowledge.** Familiarity with local Virginia Community Services Boards (CSBs), Medicaid billing guidelines for peer services, and trauma-informed care principles.
- **Skills.** Proficiency with Electronic Health Records (EHR) and basic office software.

**Core Competencies**

- **Ethical Boundaries.** Strict adherence to the Virginia Peer Recovery Specialist Code of Ethics, maintaining clear distinctions between peer support and clinical therapy.
- **Communication.** Strong active listening, motivational interviewing, and culturally responsive interpersonal skills.
- **Collaboration.** Ability to work effectively alongside clinicians, case managers, medical staff, and community partners.
- **Acknowledgment of Receipt**

I have read, understand, and agree to fulfill the duties and roles described in this job description. I clearly understand that Abraham Youth & Family Services, LLC, reserves the right to modify this description at any time and that I may be required to fulfill the duties and responsibilities in the modified version to maintain my contract with Abraham Youth & Family Services

**Employment Status (please check and initial which apply)**

☐ Independent Contractor (1099) _____ _____

☐ Part-time employee _____ _____

☐ Full-time employee _____ _____

(Eligible for benefits, paid time off



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| **PRS** | (print) | (sign) | (date) |