

# POSITION DESCRIPTION

Ohio Dept of Administrative  
Services – Human Resources  
Division

AGENCY: Portage County Adult Probation  
DIVISION: Specialized Docket  
UNIT OR OFFICE: Mental Health/Drug Court

POSITION NUMBER	<input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change		County of Employment:
			Portage
	USUAL WORKING TITLE OF POSITION <b>Certified Peer Recovery Supporter</b>		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR Specialized Docket Coordinator
	NORMAL WORKING HOURS (Explain unusual or rotating shift): Temporary, part-time position. Schedule to be determined with employee. May include Tuesday evenings		
	JOB DESCRIPTION AND WORKER CHARACTERISTICS		
JOB TITLE	%	Job Duties	Minimum Acceptable Requirements
	90	Serves as a role model, mentor and motivator to Mental Health/Drug Court clients in order to help promote long-term recovery. The Certified Peer Recovery Supporter (CPRS) must demonstrate an ability to share personal recovery experiences and to develop authentic peer-to-peer relationships. Duties include: 1) helping individuals gain hope and learn to identify their strengths, 2) articulating personal goals for recovery through the use of one-to-one and support groups, 3) identifying and creating goals and developing recovery plans with the skills, strengths, supports and resources to aid them in achieving their goals, 4) learning and using problem solving techniques, 5) using on-going individual and group support information to learn how to identify and calm negative self-talk and fear based thinking, 6) obtaining services that suit the individual's recovery needs by providing community resources and groups that may be useful (communities of recovery, education/vocation, social, cultural, spiritual, self-help groups, professional services, etc.) 7) assists clients with resources (in-patient beds, MAT referrals, detox, etc.) , 8) attending and participating in Specialized Docket Treatment Team Meetings and Status Hearings, 9) maintaining logs and providing reports as necessary, 10) providing a model for people in recovery and staff by demonstrating that recovery is possible, 11) assisting clients in seeking employment, 12) assisting in collecting drug and/or alcohol screens, 13) performing needs assessments, 14) maintaining 20 hours of training per year annually as well as CPRS certification, 15) assists with interviewing candidates for the programs, 16) identifies and pre-screens potential candidates for the programs, 17) attends court hearings to assist/ support candidates, 18) assists clients with emergency support funding based on need.	High School diploma/GED is required. Must be a person with a lived experience of a co-occurring mental health and substance use disorder. Working knowledge of the mental health and drug/alcohol treatment system and a demonstrated commitment to the recovery community. Must be a Certified PRS which includes: Being registered through OhioMHAS as a certified Ohio PRS, Successful completion of 16 hours of on-line OhioMHAS E-based Academy Course, a minimum of 40 hours of peer service delivery training or equivalent 3 years formal experience in peer service delivery, passing the OhioMHAS Certified PRS Exam. Must have a valid Ohio Driver's License. <u>UNDERSTANDING OF:</u> 1) Specialized Docket procedures 2) Crisis Intervention 3) Basic and Motivational Interviewing techniques 4) Oral and written communication 5) Community Resources 6) Drug/alcohol testing procedures 7) Computer literacy (Word, Excel, Outlook, Courtview) 8) Policies & Procedures of Portage County Adult Probation Department
	9	Assists with grants to benefit the Specialized Dockets Courts, assists clients in learning transportation, registering for government benefits, resume writing, etc.	
	1	Performs other duties as assigned. Duties may require use of personal vehicle for County business with mileage reimbursement if County car is not available.	
JOB CODE	List Position Numbers & Job Titles of Positions Directly Supervised: <input type="checkbox"/> Exempt Status <input checked="" type="checkbox"/> Non-Exempt Status		SIGNATURE OF AGENCY REPRESENTATIVE  Hank T. Gibson, Chief of Probation
			DATE

An Equal Opportunity Employer  
Created 8/2021