



11 Union St. South Suite 208 Concord NC. 28025
704.960.4280

Position: Peer Support Specialist
Reports to: Qualified Professional
Hours: 30-40 hours weekly
Base Pay: \$18-\$20.00/Hr

Basic Purpose

A Peer Support Specialist is a professional who provides support to people struggling with substance abuse and mental health disorders.

The responsibilities of the PSS include but are not limited to the following:

Duties

- A) Arrange medical appointments, therapy sessions, support groups, and other resources to aid the client
- B) Monitor the client's behavior, schedule, and activities
- C) Report any unusual behavior, conflicts, or recovery deviations to the relevant professionals
- D) Communicate with family members and medical professionals regularly
- E) Coordinate client logistics such as medical appointments and therapy sessions, among others
- F) Conduct assessments and providing feedback to the client, medical professionals, and the family
- G) Be present in all supervision sessions pertaining to the consumers you are assigned
- H) Follow all plans set forth by treatment team meetings and the Clinical Director of PHSNC

Qualifications

- A) Proven work experience as a Peer Support Specialist or similar role
- B) Excellent verbal and written communication skills
- C) Highly compassionate and attentive to details
- D) The ability to be on call for emergencies and work on weekends and public holidays
- E) Current training and/or certifications as a NC Peer Support Specialist
- F) High School Diploma



PHILA
Health Systems

11 Union St. South Suite 208 Concord NC. 28025
704.960.4280

- G) Ability to utilize computer software to document interactions with consumers
- H) Positive Self-motivator
- I) Ability to take direction from the Qualified Professional/Team Lead and facility Director

Personnel Practices

1. Work Hours: Will Vary according to consumer availability
2. Documentation: Is due within 24 hours of completion of service

The above statements reflect the general duties necessary to perform the job and shall not be construed as a detailed description of all the work requirements that may be inherent to the job, I have read and understand the above job description.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____