

JOB OPENING

Job Title: PEER RECOVERY WORKFORCE SPECIALIST
Department: Operations
Reports To: Program Manager: One-Stop Operations
Classification: Non-Exempt
Location: Bridgeport, CT

SUMMARY

The Peer Recovery Workforce Specialist's role is to support participants who are enrolled in the National Dislocated Worker Grant to address the OPIOD Crisis program. The Peer Recovery Workforce Specialist will provide case management to participants with multiple barriers to employment utilizing career assessment tools, planning and related activities serve as a role model, mentor, advocate and motivator to recovering individuals in order to help prevent relapse and promote long-term recovery.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Recruit/screen/select eligible participants within the designated service area by presenting program information in both individual and group settings.
2. Prepare and maintain records and case files, including documentation such as participants' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.
3. Provide case management to enrolled participants.
4. Schedule appointments and maintain and update appointment calendars.
5. Develop a mutually agreed upon Individualized Employment Plan to identify Short- term and long- term objectives, update plan as needed and monitor participant progress.
6. Identify and initiate appropriate referrals that will strengthen the potential for job placement and /or post-secondary school acceptance.
7. Provide information or refer individuals to public or private agencies or community services for assistance.

8. Maintain close contact with participants during job training and placements to resolve problems and evaluate placement adequacy.
9. Participate in job development and placement programs, contacting prospective employers, placing participants in jobs, and evaluating the success of placements.
10. Monitor and record participants' progress to ensure that goals and objectives are met.
11. Develop and maintain a database of participant activities with appropriate documents and required paperwork i.e. forms, case notes, work experience and volunteer opportunities.
12. Submit reports and review reports or challenges with supervisor.
13. Accumulates program data for regular internal and external reporting, and program evaluation, as needed.
14. Interpret federal and state laws and regulations as appropriate.
15. Represent The WorkPlace on committees and tasks forces while connecting/referring and coordinating the proper outreach and case management services needed for participants.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and not required to direct or supervise other personnel but may occasionally instructor show another employee how to perform the work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of training, counseling, and/or case management.
- Ability to work with and support a diverse customer base.
- Ability to motivate clients and establish a support professional relationship with participants.
- Commitment to assisting low income and disadvantages individuals in overcoming barriers to achievement and success in their personal and work lives.
- Excellent verbal, presentation and written communication skills.

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent from a four-year college in Human Services, Education or Business Management and/or three years of related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access as well as data management systems. The ability to define and solve technical problems.

OTHER SKILLS AND ABILITIES

Individual must have an understanding of and respect for each individual's unique path to recovery. Specialist must have a working knowledge of the drug and alcohol treatment system and a demonstrated commitment to the recovery community. The ability to read, speak and/or interpret Spanish is desired.

CERTIFICATES, LICENSES, REGISTRATIONS

Has acquired or is willing to acquire the qualifications for certification as a Certified Recovery Specialist.

To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, HR Specialist

lkelman@workplace.org