

WTYF Peer Support Specialist

I. FUNCTION

The purpose of this position is to provide peer support mentoring services to Working Towards Your Future students to assist them with achieving proper work ethic/acclimation and professionalism skills. The will improve employment marketability and positive recovery and reintegration.

Position: Part-time to full-time; hourly

This position will have flexible days and hours as the program is implemented.

II. DUTIES AND RESPONSIBILITIES

1. Building relationships – interacting with clients in a way that promotes recovery and client motivation.
2. Role-models the skills necessary to successfully manage recovery.
3. Oversee students in Working Towards Your Future Program. Assign work tasks and ensure completion. Provide a safe working environment and ensure safety of all students.
4. Assist clients in developing life plans/goals (spiritual, education, career, social, and recovery).
5. Perform all administrative duties as related to Working Towards your Future Program
6. Utilize Flying HIGH Inc.'s GROW Urban Farm for peer support activities with clients.
7. Conduct regular client drug screens.
8. Provide periodic updates to key stakeholders regarding client utilization of services.
9. Provide transportation to clients as permitted by management.
10. Adjust approaches and work schedule to meet client needs - this may include nights and weekends.
11. Assist in public relation efforts related to the program.
12. Assist in ensuring compliance with all safety procedures, program rules, regulations, & policies.
13. Work under the direction of Case Manager, Farm Manager, and Executive Director.
14. Attend required training each year as set forth by management.
15. Perform other duties as assigned by the management.

III. MINIMUM QUALIFICATIONS AND SKILLS

Experience in working in a recovery oriented environment. A minimum of 1 years clean time for persons recovering from addiction. Knowledge of the 12-step community and other recovery oriented supports and resources. Must have strong communication, documentation and organizational skills. Valid Driver's license, reliable transportation and excellent driving record. Bachelor's degree in human services or High School diploma/equivalent and 12 college credits in human services and 2 years experience in a private or public human service environment with 1 year of direct client contact. Chemical Dependency Counselor Assistant or higher preferred.

IV. Mail or email resume to:

Flying HIGH, Inc, Jeffrey M. Magada, Director; 6 Federal Plaza Central Suite 701 Yo. Oh. 44503

Phone: 330.797.3995 e-mail: jeff@flyinghighinc.org Flying HIGH, Inc. is a 501(c)(3) non-profit organization