

**PEER RECOVERY COACH
BERKELEY COUNTY RECOVERY SERVICES
\$29,973 ANNUALLY W/BENEFITS
40 HOURS PER WEEK
EVENING & WEEKEND HOURS REQUIRED**

Applications are available on line at www.berkeleywv.org or at the Berkeley County Council Office, 400 W. Stephen Street, Suite 201, Martinsburg, WV, 25401, Monday-Friday, 8:00 AM-5:00 PM. Applications and/or resumes should be returned to peercoach@berkeleywv.org and will be accepted until 5:00 PM, Friday, September 24, 2019

KIND OF WORK:

Recovery is a process of change whereby individuals work to improve their own health and wellness and to live a meaningful life in a community of their choice while striving to achieve their full potential. The Peer Recovery Coach will play an active role in the provision of strength based supports for person in or seeking recovery from substance and/or alcohol addictions. Peer coaching is a partnership where the person working towards recovery self directs his/her recovery approach while the coach provides expertise in supporting successful change. Peer Coaching, a peer to peer service, is provided by persons with lived experience managing their own behavioral health challenges, who are in recovery themselves and as a result have gained knowledge on how to attain and sustain recovery.

EXAMPLES OF WORK:

1. Provide ongoing supervision and rehabilitative services to an assigned caseload of 25-30 clients.
2. Provides informal counseling to clients.
3. Introduces clients to the recovery community.
4. Assist clients with developing WRAP (Wellness and Recovery Action Plan) Plans.
5. Provides transportation to and from recovery meetings in the community.
6. Facilitates Peer Recovery, 12 Step Facilitation, and Drug and Alcohol Education Groups.
7. Initiate and sustain clients in recovery from substance use disorders and/or co-occurring behavioral health disorders.
8. Promote individuals in recovery by acting as a guide/mentor for overcoming personal and environmental obstacles that jeopardize recovery.
9. Help clients discover, access and utilize ways to remain substance free or reduce harm associated with substance use behaviors.
10. Assist clients with developing support systems within the community.
11. Assist clients with having basic needs met; housing and food assistance, insurance/healthcare, vocational support and training, etc.
12. Prepare reports, correspondence, and documents.
13. Transport clients using County vehicle.
14. Performs related work as required.

QUALIFICATIONS AND REQUIREMENTS:

1. High School Diploma or equivalent.
2. Must be in recovery for a minimum of 3 years.
3. Must be actively involved with a personal support/recovery system of their choosing.
4. Must have no legal involvement within the last 6 months.
5. Must have no intensive behavioral health treatment involvement within the last 6 months.
6. Must be willing to participate in BBHMF approved Recovery Coach Training and certification process.
7. Knowledge of principles of DRC, court system, criminal justice, counseling, adult education and vocational education, as well as probation, parole and corrections work.
8. Knowledge of state laws, rules, and cases affecting probation, parole, and corrections.
9. Knowledge of local community structure and resources.
10. Ability to work within the community and to use available resources.
11. Ability to maintain records, make oral and written reports.
12. Skilled in Motivational Interviewing techniques and knowledge of Cognitive Behavioral Therapy model.
13. Computer skills, including but not limited to Microsoft Word and Excel.

14. Ability to maintain strict confidentiality.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. Special interest in and enthusiasm towards helping individuals overcome their addiction problems.
3. May be required to work evenings and Saturday morning.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination*and
- a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employees fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.

- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:

(some of the benefits may be available to regular part-time employees)

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Mandatory direct deposit is available to any banking institution designated by the employee.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER