

Department: Mountain Area Workforce Development
Reports to: Peer Support Services Director

General Statement of Duties

Under general direction and supervision of the Peer Support Services Director, the Cherokee Indian Hospital Peer Support Specialist will guide participants across multi-sector services through increased understanding and knowledge of the available resources provided as part of Cherokee Indian Hospital Recovery to Career with a focus on Jackson, Swain, and Graham county areas in Western North Carolina. The Cherokee Indian Hospital Recovery to Career project is a partnership between NCDHHS, Land of Sky Regional Council and The Cherokee Indian Hospital. This project will assist individuals with substance use disorders to connect with employment, education and training while maintaining sobriety. Performs other duties as required.

Distinguishing Features of the Class

Provides case management and peer support recovery services to participants in the Cherokee Indian Hospital Recovery to Careers project. Peer Support Specialists will guide participants across multi-sector services through increased understanding and knowledge of the available resources provided to individuals with substance use disorders.

Responsible for submitting any required reports and updates with NCDHHS, Vaya Health, The Cherokee Indian Hospital, Land of Sky Regional Council, and other organizations as directed.

Responsible for supporting the Peer Support Services Director in meeting the goal of The Cherokee Indian Hospital's Recovery to Career program of 20 individuals enrolled and meeting all of the goals of the project. The position will support a Collective Impact approach led by the Peer Support Services Director and The Cherokee Indian Hospital to convene regional leaders, businesses, and program leaders to encourage cross-sector and cross-area collaboration to educate partners about substance use disorders and encourage them to participation in the Recovery to Career ecosystem.

The Peer Support Specialist will work closely with the Cherokee Indian Hospital, NC Works Career Centers, Local Workforce Development Boards, community colleges and other educational institutions, nonprofits and others to provide effective support and services to the individuals served by this project.

Duties and Responsibilities

Essential Duties and Tasks

- Provides oversight support to the Peer Support Services Director to all operations and programs of Cherokee Indian Hospital Recovery to Career Program.
- Provides intensive case management to participants enrolled in Cherokee Indian Hospital Recovery to Career supporting these individuals with substance use disorders connect with employment, education, training, healthcare and other needed services.
- Prepare written reports and financial reports as required.
- Prepare spreadsheets as required and tracking.
- Perform monitoring, report recommendations and needed corrective action procedures to promote accuracy and operational efficiency.

- As directed by the Peer Support Services Director, make public presentations and represent Land of Sky Regional Council and The Cherokee Indian Hospital at meetings and conferences in the business community and larger community.
- In collaboration with the Peer Support Services Director, develop and maintain effective working relationships with federal, state and local officials and employers in the community.
- In collaboration with the Peer Support Services Director, develop an effective working relationship with employers, educators, workforce partners and the media and manage relations with them through multiple communication platforms.
- Consult with the Peer Support Services Director and Cherokee Indian Hospital on decisions of important consequence that may affect financial obligations or business/organizational/public relations and keep the Peer Support Services Director and partners informed about program progress or issues.
- Exercise initiative, creativity and independent judgment carefully in managing projects.

Additional Job Duties

- Other related duties as directed by the Project Coordinator.

Knowledge, Skills, and Abilities

- Knowledge of NDHHS SOR III grant requirements.
- Knowledge of the recovery ecosystem and Certified Peer Support Specialists.
- Considerable knowledge of the service delivery agencies in the region.
- Ability to manage a multitude of programs.
- Ability to plan for effective programs and services.
- Ability to establish and maintain effective working relationships with a variety of diverse constituent groups.
- Ability to develop and manage budgets.
- Ability to plan and manage time.
- Ability to apply program guidelines to program activities.
- Ability to work with a variety of different agencies including for-profit, non-profit and governmental.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, reaching, walking, lifting, fingering, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work, exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects, including the human body.
- Must possess the visual acuity to prepare and analyze data and figures, accounting, to operate a computer terminal, perform visual inspections and extensive reading.

Working Conditions

- Primarily an office setting with moderate noise level. Frequent local travel with some trips requiring an overnight stay.

Desirable Education and Experience

- Peer Support Specialist certification required and preferred graduation from a two year college or university with a degree in human services, business administration or public administration and/or considerable experience in recovery from substance use disorders, supporting former offenders and expertise with workforce development; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license.