Mental Health & Addiction Association of Oregon (MHAAO)  
Department of Labor Pathway Home Program PSS Job Description

Pay range: $19.00 to $24.00 per hour DOE  
FTE: 1.0 FTE (40 hours per week)  
Benefits: This is a benefited position as outlined in the MHAAO Employee Handbook  
TITLE: Forensic Peer Support Specialist/ Certified Recovery Mentor  
REPORTS TO: Pathway Home Peer Delivered Services Peer Manager  
DEPARTMENT: Pathway Home Peer Delivered Services – Multnomah County

To Apply: Please submit a resume and cover letter by close of business on December 22, 2022. Persons of color, LGBTQIA+ and members of all other underrepresented groups are strongly encouraged to apply.

Description: The Department of Labor funded Pathway Home program provides trauma informed and strength-based peer support to people experiencing incarceration in county jails or state correctional facilities and throughout their community reentry. This program focuses on reducing recidivism through peer support and employment. Support begins during a persons’ incarceration and continues anywhere from 12-24 months post release. The PSS/CRM will work on a collaborative team to reduce barriers and make connection to employment, housing, and all other areas that are likely to support a successful community re-entry and employment.

Once enrolled Pathway Home participants may meet with their assigned PSS/CRM frequently (at least 2x weekly) during initial transition and re-entry. After that, frequency of encounters will be self-directed by the individual being served while supporting progress toward person-directed employment goals. The peer mentor will work to ensure that a dependable, trusting relationship is created that maintains confidentiality while working within system guidelines.

Requirements: As a Peer-Delivered Services organization, MHAAO has implemented a mandatory vaccination policy that requires all employees, interns, and volunteers to be fully vaccinated for COVID-19 as a condition of employment in accordance with current Oregon and Washington State laws. All new hires must show vaccine proof at time of onboarding. Accommodations for those with religious and/or medical exemptions will be reviewed.
QUALIFICATIONS:

Expectations: MHAAO strives to honor cultural and spiritual diversity in the communities we serve as well as honoring Voice and Choice through trauma-informed practices. Being committed to Social Justice means being committed to constantly assessing our organizational values and the extent to which we are modeling or falling short of them. It also means listening to feedback from our stakeholders and others who have interacted with our organization and taking the time to understand and reflect on those interactions. This commitment is extended from the organization, as well as each employee of MHAAO.

Education: High school diploma or equivalent required.

Background Check: A criminal background check will be conducted by MHAAO in accordance with the MHAAO background check policy. A criminal record does not necessarily exclude an individual from employment with MHAAO.

Experience: It is an essential function of the position to identify as having lived experience of incarceration, addiction and/or co-occurring mental health challenges and to be navigating a life of recovery. It is also vital to understand the effect of trauma on health, coping, and other aspects of individual needs as well as the principles of recovery, self-direction, and trauma-informed care.

The ideal candidate for this position will be familiar with and/or have lived experience of the criminal justice continuum; including arrest, detention, probation, post-prison/parole and re-entry. The PSS/CRM will be familiar with recovery principles, recovery communities, and resources that are supportive of people with SUD.

Qualities:
- Possess an absolute belief in every person’s ability to learn, grow and recover.
- Value a person’s right to make their own decisions.
- Value people we serve as the “experts” in their own lives.
- Possess insight pertaining to personal biases and worldview and how they may interfere with effectively working with individuals representing a variety of cultural, ethnic, language and life experiences.

Licensure/Certification: Oregon Health Authority (OHA) Peer Support Specialist (PSS) certification and MHACBO Certified Recovery Mentor (CRM) certification is required but may be applied for within 1 month of hire. This position requires at least 2 years of addiction recovery.

Valid Oregon Driver’s License and proof of automobile insurance required. Reliable transportation necessary.

Skills:
- Bilingual/bicultural highly valued.
- Strong written and verbal communication skills.
- Ability to work independently as well as collaboratively within a team.
- Ability to work with people from diverse backgrounds and cultures.
- Computer and keyboard skills and ability to navigate electronic systems applicable to job functions.
- PSS and CRM trained and certified.
- Understanding of Individual Development Plans (Person-Directed/Re-entry Plans).
- Understanding of confidentiality and HIPAA laws.
- Understanding of Mandatory Abuse Reporting requirements.
- Excellent oral and written communication skills.
- Computer skills that include data entry and Microsoft Office.
- Training and knowledge of trauma and trauma-informed services.

**GENERAL ACCOUNTABILITIES AND ESSENTIAL FUNCTIONS**

- Collaborates with Pathway Home Case Manager and participants to create a person-directed re-entry plan. Training will be provided in the use of these tools.
- Education and employment support including connection to employment agencies such as WorkSource, training opportunities and second chance employers.
- Participates in regular peer support supervision sessions.
- Assistance and support accessing and navigating legal, mental health/SUD services.
- Introduction and connection with local recovery groups and activities.
- Support with accessing harm-reduction services.
- Support in developing community roles/natural supports.
- Learning and practicing self-advocacy.
- Support with reconnecting/visiting with family/children.
- Addressing basic needs of shelter/housing, food, physical wellness, and entitlements/benefits.
- Support when/where needed in navigating any systems involvement and resource connection.
- Support with physical health related goals and connecting to community resources and programs that work toward this aim.
- Document services in a program database in a manner that assures compliance with policies, program procedures and local, state, and federal regulations. Maintain accurate and up-to-date documentation as required by program deliverables.
- As appropriate, openly identifies as a person who has lived the experience of legal system involvement, addiction and/or co-occurring mental health challenges and is able to appropriately share own recovery story with individuals being served.
- Acts as a positive role model for individuals being served and exploring their own path to wellness and recovery.
• Acts as an advocate for individuals being served when appropriate, both within the organization and also with other entities.
• Respects and honors patient rights and responsibilities and demonstrates professional boundaries and ethics. Adheres to mandatory abuse reporting laws and HIPAA requirements.

The above accountabilities represent work performed by this position and are not all-inclusive. The omission of a specific accountability will not preclude it from the position if the work is similar, related, or a logical extension of the position.

Employment with Mental Health & Addiction Association of Oregon is "at-will." This means employees are free to resign at any time, with or without cause, and Mental Health & Addiction Association of Oregon may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Mental Health & Addiction Association of Oregon for any set period of time.

Mental Health & Addiction Association of Oregon is an Equal Opportunity Employer. Employment opportunities at Mental Health & Addiction Association of Oregon are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, gender identity, pregnancy, childbirth or related medical conditions, national origin, age, Veteran status, disability, genetic information, or any other characteristic protected by law.

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Employee Signature               Date

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Supervisor Signature             Date