

## POSITION DESCRIPTION

POSITION TITLE: PEER ADVOCATE (SUBSTANCE USE FOCUS)

REPORTS TO: BEHAVIORAL HEALTH CLINICAL SUPERVISOR

### I. POSITION SUMMARY:

The Peer Advocate is responsible for providing intensive community-based case management substance use services for program clients who are receiving enhanced family's specialty services, focusing on pregnant women or parents with young children. This includes administering needs assessments and assisting clients with accessing community resources, oftentimes by accompanying the client to appointments. The Peer Advocate effectively utilizes knowledge gained from personal experiences to assist clients in the development of support systems that enhance treatment effectiveness, providing outreach and liaison with other providers and community resources.

### II. DUTIES/RESPONSIBILITIES:

1. \*Assesses initial and ongoing needs of clients and their children in the women's enhanced specialty services program.
2. \* Works directly with identified clients and their families to develop treatment plan, goals and activities that address the family's needs.
3. \*Facilitates Peer Support Groups, Family Recovery Group, Parenting in Recovery and conducts the Pre-Natal Workshops. Also, will assist in other treatment groups, as assigned.
4. \*Provides crisis intervention for assigned families as needed, including answering crisis phone after hours.
5. \*Provides weekly in-home and community-based support to assigned clients and their families. This includes providing support to Andy's Apartments and other recovery focused living environments.
6. Utilizes active efforts to attempt to re-engage clients who become "lost" or drop out of services.
7. \*Will provide transportation to clients and their children to appointments as needed, utilizing safe and legal child car seats and will maintain appropriate levels of automobile insurance as set forth in the agency employee handbook.
8. \*Coordinates quarterly prenatal workshop with FSCA Behavior Health Staff, Michigan State Extension, Health Department, and/or other appropriate entity to attend to client needs and to ensure compliance with state regulation.
9. \*Assists in developing and coordinating the community support network that best meets the family's needs.
10. \*Assists with development of relapse prevention plan and utilize strength-based approach to empower clients to reach their identified recovery goals.
11. \*Provides screening for Fetal Alcohol Spectrum Disorders and assist with referral and coordination of follow up services as needed.
12. \*Promotes community-based support groups like AA/NA and other peer recovery support services.
13. \*Attends weekly staff meetings and trainings.
14. \*Represents FSCA by participating in community meetings that may include but are not limited to teen pregnancy council, emergency needs meeting, and JARC.

15. \* Represents FSCA at the Annual Community Baby Shower and other community events as assigned by supervisor or BH management team.
16. \*Fulfills the requirements of all agency systems for record keeping reporting, quality assurance, and billing as appropriate to the position.
17. \*Responsible for participating in staff meetings, trainings, and agency activities, as needed.
18. \*Must represent the agency internally and externally in a positive and professional manner.
19. \*Assists in program expansion and development, as appropriate.
20. \*Other duties as assigned by the direct supervisor, Directors or the CCO.
21. \*Perform all other related duties as assigned.

### III. QUALIFICATIONS:

- Minimum education of at least high school diploma or GED required. Ability to complete 32 hours of required job-specific training within first 90 days of hire and 34 hours of required job-specific training within the first year of employment.
- CADC Development Plan required, Certificate preferred
- Demonstrate, through lived experience, a philosophy of commitment to recovery, families, and children, also have lived experience as a mother.
  - Candidate does not have to be in long-term recovery, however, has personal experience related to recovery.
- Operate from a non-judgmental, strengths-based perspective.
- Strong verbal and written communication skills.
- Proficiency with computers.
- Demonstrated ability to establish rapport and relationships essential to the position.
- Demonstrated ability to organize and manage tasks relevant to the position and ability to self-initiate.
- Cultural sensitivity, trauma informed approach, gender competent (women's/family specialty) knowledge of family dynamics and community resources.
- Must have access to reliable vehicle and maintain valid driver's license as well as appropriate levels of automobile insurance as set forth in the agency employee handbook. Understand that transportation of clients and their children is an integral part of job function.
- Must be able to work a flexible schedule including weekend and holidays when needed by clients.
  - Must be available, by phone, to families 24 hours/day, 7 days/week.
- Ability to move 20 to 40 pounds.
- Must understand that employment is contingent upon adherence to agency personnel policies and procedures manual as well as all rules and regulations of this agency and the State of Michigan, which governs this agency.

\*Essential job duties per the Americans with Disabilities Act  
 FEB15, MAY16, AUG18, JUL19, SEP 21

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Employee Signature

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Date