

POSITION: Certified Peer Recovery Specialist/Peer Coach

SUPERVISED BY: Executive Director

About Cheatham County Community Enhancement Coalition:

The vision of the Cheatham County Community Enhancement Coalition (CCCEC) is a safe, healthy, drug free community. We are committed to providing compassionate and effective support to individuals in their recovery journey. Nobody cares about our community like our community.

Salary: \$40- \$45k annual DOE. This is a grant funded, full-time (40 hours per week) in office position. Some work on weekends and after normal business hours may be required.

Benefits: Health, dental & vision insurance, 13 paid holidays per year, generous paid time off policy. Nice office environment in Ashland City, TN.

Position Summary:

The Certified Peer Recovery Specialist/Peer Coach provides direct support and mentorship to individuals with substance use and/or mental health disorders, utilizing their own lived experience to foster hope, build resilience, and promote recovery. This role involves establishing trusting relationships, providing practical assistance, and advocating for individuals as they navigate their recovery process. The Peer Coach will work as part of a multidisciplinary team to deliver comprehensive, person-centered care.

Minimum Qualifications:

- Certification as a Peer Recovery Specialist (CPRS) as required by State of Tennessee.
- Lived experience with substance use and/or mental health recovery.
- Demonstrated ability to establish and maintain trusting relationships with individuals from diverse backgrounds.
- Strong communication, interpersonal, and active listening skills.
- Knowledge of community resources and recovery support services.
- Ability to maintain confidentiality and adhere to ethical guidelines.
- Proficiency in basic computer skills and electronic health record documentation.
- Valid driver's license and reliable transportation.
- High school diploma or GED required.

Preferred:

- Previous experience providing peer support in a professional setting

Responsibilities:

- Direct Peer Support:
- Establish and maintain supportive, non-judgmental relationships with individuals seeking recovery.
- Share personal recovery experiences to inspire hope and demonstrate the possibility of

recovery.

- Provide one-on-one peer support sessions, both in person and virtually, as needed.
- Assist individuals in developing and implementing their recovery plans, including identifying goals and strategies.
- Assist individuals in accessing community resources, including housing, employment, education, and social services.
- Provide support in navigating healthcare systems, including scheduling appointments and understanding treatment plans.
- Advocate for individuals' rights and needs within healthcare and social service systems.
- Assist with developing coping skills and relapse prevention strategies.
- Help individuals establish healthy social connections.
- Other duties as assigned

Documentation and Reporting:

- Maintain accurate and timely documentation of peer support activities, including progress notes and service utilization.
- Participate in team meetings and case conferences to collaborate with other service providers.
- Adhere to all confidentiality and ethical guidelines.
- Report progress and concerns to supervisor.

Professional Development:

- Maintain certification as a Peer Recovery Specialist.
- Participate in ongoing training and professional development activities to enhance skills and knowledge.
- Stay informed about current best practices in peer support and recovery.

To Apply:

Please submit your resume and cover letter to ldurham@cheathamcoalition.org