

MOCA House Recovery Aide/Peer Supporter - Job Description

This is a part-time position and focuses on interacting with people in the MOCA House Program, as well as supporting the program schedule and needs. The Recovery Aide will report to the MOCA House Manager or Designee and be evaluated annually by the same, and shall have the following:

Qualifications:

- Certified Peer Supporter, or Associate Degree in Social Services, or pursuance of same;
- Knowledge of, or experience in, social group work;
- Must have a valid driver's license;
- Willingness and ability to be a team player.

Knowledge, Abilities, Behavior, and Skills:

1. Communication Skills such as:

- Facilitate and maintain productive communication while maintaining a professional, prosocial relationship with peers, staff, and community persons;
- Maintain appropriate professional boundaries with peers/participants;
- Ability to be empathic regarding peers' situations as appropriate;
- Interact professionally with all peers, colleagues, visitors, and guests.

2. Knowledge and Abilities

- Have a general knowledge of mental health diagnoses and symptoms;
- Teach and model healthy recovery skills;
- Ability to assist peers in a supportive manner rather than advice-giving;
- Acknowledge peers prosocial behaviors and provide positive feedback for the same;
- Recognize disordered thinking/behaviors; address them in a positive and non-threatening manner;
- De-escalate potentially volatile situations when necessary;
- Facilitate peers' efforts to problem-solve situations to achieve positive results to life situations;
- Co-facilitate a variety of groups that lead to, and enhance member recovery such as: support, education, symptom management, life skills, work skills, responsibility, creating venues for social and physical activities;
- Maintain familiarity with community resources and refer people as necessary.

3. Positive Attitude and Behavior Modeling such as:

- Reframe peer/participant negative thinking;
- Speak positively about peers/participants, the program, other staff and the organization;

4. Duties Include:

- Assist with peer intake process and provide orientation to policy and procedures;
- Engage in outreach to participants such as sending greeting cards and making phone calls to peers expressing concerns as needed, etc.;
- Assist in planning and managing recovery-based programming including special events;
- Assist in cleaning of MOCA House program area;
- Ensure participant/peers' rights are upheld;
- Maintain participant and staff confidentiality;
- Attend and participate in staff meetings;
- Other duties as necessary and assigned.