



## ***Southern Arizona's Premier Social Service Agency***

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

### **Peer Recovery Support Specialist (Weekends & Holidays 8:00AM – 4:30PM)**

*Youth Homeless Demonstration Project*

This position works closely with youth aged 18 – 24 living in crisis transitional housing with a LGBTQ+ affirming culture. Peer Recovery Support Specialist will provide services to support clients residing in OPCS housing during and after hours. Duties include new resident orientation for 24 hours admits, providing peer support to clients, responding to afterhours crises/emergencies on properties, communicating after hours events to the client's OPCS treatment team, ensuring resident safety, report all maintenance needs observed during shift, responsible for following sanitation and COVID cleaning/disinfecting policy as well as general duties assigned.

#### **Employee Benefits**

Competitive Salary , Employer Matching 401 (k) plan (after 1 year), Employer Paid Training, Paid Time Off (PTO) based on hours worked

***Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.***

#### **Duties and Responsibilities:**

1. Deliver peer recovery support services under the direction of the Peer Service Manager.
2. Utilize experiential knowledge through supportive story telling.
3. Document services and information within the CT1 electronic health record.
4. Coordinating 24 hour intakes to include housing intake and orientation.
5. Complete daily wellness checks at associated properties.
6. Provides food and assorted supplies to all residents as needed.
7. Distribute mail to residents.
8. Communication with program staff on a daily basis to report general observation of residents' wellbeing to include any events or concerns that clients may be involved in.
9. Complete incident reports before the end of each shift for any incident occurring on property.
10. Ensure resident safety by contacting the appropriate authorities when an emergency arises.
11. Maintains client records and information in a confidential manner and in compliance with HUD and HIPAA standards.
12. Be observant of and report property general maintenance needs by submitting an OPCS maintenance request.
13. Conduct daily health and safety inspections on property following OPCS Housing Quality Standards policy
14. Cleaning of units as they are vacated prior to being occupied by a new resident according to Form 310.D OPCS Cleaning Instructions.
15. Provide First Aid/CPR, if needed.
16. Attend all mandatory trainings.
17. Other duties as assigned.
18. Must be available during normal business hours once a month for two hours to attend group clinical supervision.

Job Status  
Part Time

Pay Rate  
DOE

Pay Comments  
Salary based on experience.

***We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.***

Mail Resume/Application to:

Ms. Jeanie Pike  
HR Director  
Old Pueblo Community  
Services  
4501 E. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
[hr@helptucson.org](mailto:hr@helptucson.org)



Employment References, drug screen and background check is conducted pre-employment.

**Qualifications:** High School Diploma or GED. Must obtain and maintain valid CPR/First Aid certification. Credentialed as a PRSS by completing training through PSETP, and passing the competency exam. Certification may be obtained within 6 months of hire. Minimum of six weeks of behavioral health work experience and preference of one year experience. Self-identify as an individual who: Is or has been a recipient of behavioral health treatment for mental health disorders, substance use disorders, and/or other traumas associated with significant life disruption, and has an experience of recovery to share. Ability to learn and use evidenced based practices such as Motivational Interviewing, familiarity with Housing First, Harm Reduction, and Trauma Informed principles. Ability to adhere to all HIPAA guidelines and maintain client confidentiality at all times. Ability to work patiently with residents and staff and be motivated to help people in challenging situations. Strong communication and interpersonal skills. Proficiency with Microsoft Office programs along with a working knowledge of computers. Ability to work flexible hours. Experience working in racially, ethnically, and socio-economically diverse urban communities. Experience working with LGBTQ+ population a plus. Ability and willingness to work flexible schedules. Cultural competence of diverse populations.