



## MOCA House Recovery Aide/Peer Supporter - Job Description

Recovery Aide(s) 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 peer's situations as appropriate;
- Effectively communicate pertinent information to co-workers and the Executive Director;
- Interact professionally with all peers, colleagues, visitors, guests, crises and safety personnel.

#### 2. Knowledge and Abilities

- Have a general knowledge of mental health diagnoses and symptomology;
- Teach recovery skills, formally and informally;
- Ability to assist peers in a supportive manner rather than advice-giving;
- Acknowledge peers prosocial behaviors and provide positive reinforcement 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, social and physical activities;
- Maintain familiarity with community resources to refer as necessary;

#### 3. Positive Attitude and Behavior Modeling such as:

- Display an overall positive attitude and behavior;
- Demonstrate respect toward peers/participants and staff;
- Reframe peer/participant negative thinking;
- Speak positively about peers/participants, the program, other staff and the organization;
- Speak positively about other community organizations, and safety personnel, etc.
- Willingness to refrain from use of personal electronic devices during work hours;

#### 4. Duties Include:

- Assist with participant intake process and provide orientation to new participants;
- Review and explain policy and procedures to peers;
- 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;
- Participate in the distribution of Program Calendar;
- Participate in the development and function of MOCA House Member Committees;
- Assist in cleaning of MOCA House program area;
- Ensure participant/peers' rights are upheld;
- Maintain participant and staff confidentiality according to agency policies and procedures, state law, and federal regulations including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Ohio Department of Mental Health and Addiction Services;
- Act as resource to other staff and peers;
- Attend and participate in staff meetings;
- Other duties as necessary and assigned.