



CLASS TITLE | PEER RECOVERY SUPPORT SPECIALIST

PAY GRADE: OT-16 | www.cityoftulsa.org/pay

Class Code: 6574

Effective Date: 01/15/2025

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for identifying clients who have substance use issues and create care plans that connect them with appropriate treatment services; supporting the clients through the treatment process by offering guidance, moral support and assistance; documenting care plans, visits, and services needed; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Provides in-person assessments and follow ups with clients who have substance use disorder
- Develops care plans that connects consenting clients to in-patient treatment services provided by community partners
- Assists individuals in articulating personal goals for recovery
- Teaches and mentors the value of recovery experience
- Works with clients to develop natural supports, coping skills, and other skills necessary to function
- Documents care plans, client visits, and outreach services in the electronic health record software platform
- Attends staffing meetings with the Tulsa Fire Department's specialty teams to provide information on workflows successes, opportunities and program evaluations
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and,**
- (b) Three (3) years of experience in a field related to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Various mental health settings and ancillary services
- Trends and developments in the mental health field
- Interviewing and coping skills
- Substance use disorders and related illness's
- Microsoft Suite
- Cultural awareness

Ability to:

- Maintain all required certifications, licenses, and/or accreditations as needed to fulfill job requirements
- Operate independently and as part of a team
- Proactively engage individuals from diverse backgrounds
- Assist in setting up self-help groups
- Utilize and teach problem solving techniques
- Communicate with other team members to implement care plans
- Teach problem solving techniques



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- Document work on a software platform

Skill in:

- Verbal and written communication
- Report writing
- Use of computers and software navigation
- Assisting individuals to identify and build on their strengths and resiliencies
- Understanding, developing, and motivating people from various diverse backgrounds

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to, walking, standing, reaching, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license

WORKING ENVIRONMENT: Working environment varies from indoors to outdoors and requires traveling to various locations. May be required to work overtime and be on 24-hour standby and be exposed to extreme temperatures and inclement weather.

EEO Code: N-05

Group: Clerical and Administrative

Series: City Development