

**Job Description:** Peer Recovery Coach  
**Day-to-Day Supervisor:** Executive Director  
**Responsible to:** The RISE Coalition Executive Committee  
**Updated:** February 24, 2025

### Specific Responsibilities

The Peer Recovery Coach (PRC) currently reports to the Executive Director of Upstream Prevention for supervision of efforts and activities, but is responsible to the RISE Executive Committee and broader coalition. The PRC is responsible for completing assigned day-to-day tasks related to peer supports, linkages to care, community outreach and recruitment, and facilitation of selected curricula. This position will have a significant role in increasing RISE's outreach and initiatives focused on supporting individuals through their mental health journey towards a recovery path.

In general, the Peer Recovery Coach may be responsible for the following:

- Ensure implementation of approved strategic/implementation plans under their responsibility (primarily peer navigation services, linkage to care, recruitment and outreach for trainings)
- Serve as a community-based Peer Recovery Coach, providing services to the general Johnson County population, as identified through referrals to the RISE Coalition
- Facilitate identified trainings to populations of focus with fidelity (i.e., Recovery Circles, SMART Recovery, etc.)
- Coordinate with appropriate community partners to ensure implementation of training initiatives across the county
- Assist in the development and distribution of education, information and awareness materials, including media campaign materials
- Engage in outreach, networking, and partnership with key community organizations and represent RISE at various community organizations related to the grant activities
- Assist with grant and contract evaluation, monitoring, and updated assessment processes as needed
- Document and report progress, outcomes, and services provided on monthly, quarterly, or annual basis as required
- Assist with miscellaneous grant requirements and organization tasks as appropriate

### Qualifications

- Certified ICAADA CPRC-A or CPRC, **or ability to obtain** CPRC-A within six months of hire (more information available at <https://icaada.org/credentials-2/cprc-a/>; RISE can assist in this process)
- Ability to work independently, with sensitive information
- Comfort with public relations, outreach, and networking

- Strong task management abilities, including written and verbal communication skills
- Proficiency with Microsoft Office

### **Skills and Knowledge Required for the Position**

To be successful in this position, the Peer Recovery Coach must possess knowledge of (or be willing to be trained in) the prevention science, mental health awareness, harm reduction approaches, etc. While the Certification mentioned above is preferred, it is not required upon hiring. However, if an individual does not have the certification, it is expected that they will immediately begin working towards the certification (with full support from RISE and Upstream) before providing any peer recovery support services.

### **Travel Requirements**

Regular in-state travel required (primarily within Johnson County). Attendance at in-state and out-of-state professional development trainings and conferences may be required (as deemed appropriate and with appropriate notice). Individuals must have access to reliable transportation.

### **Salary Range**

Due to grant requirements, this position currently has a maximum number of hours allowed and is a **part-time position**. Current **hourly** wage for this position is \$23.00 (equivalent to \$47,840 if it were fulltime). If additional funding for time is available in the future, this position may have the option to moving to full-time (pending funding availability and a discussion with the Executive Committee and/or Executive Director).

### **Work Hours**

This position is a part-time position, meaning staff should not work more than 30 hours per week, with an expectation of an average of 20 hours per week. This position is considered non-exempt, with detailed timesheets identifying level of effort expended and activities are required (per the funding source). Upstream's primary hours are between 9:00 a.m. and 4:00 p.m., however, due to the nature of the work, it is likely scheduled evenings and weekends will be required (as necessitated by task). As an example, the RISE currently plans and hosts prosocial events that occur out of traditional work hours, and this position is expected to help plan and attend these events on the clock.

### **Employee Benefits**

While this position is for a RISE staff member, individuals are ultimately an employee of Upstream Prevention. Upstream staff are eligible for a phone and local mileage reimbursement on a monthly basis, access to a SIMPLE Retirement plan (with up to a 3% match from Upstream), paid time off, flexible hours, and supported professional development and growth opportunities. Upstream does not currently offer health insurance for staff, but instead offers a Health Reimbursement Account (HRA) administered through a third-party vendor. More information will be available to individuals if they receive a conditional offer of employment.

## Application Instructions

These application instructions can be found online at <https://upstreamprevention.org/about/upstream-team>, but applicants should email their application packet and information to [financial@upstreamprevention.org](mailto:financial@upstreamprevention.org), with the subject: RISE Peer Recovery Coach application.

Application emails should include:

- A resume or curriculum vita
- A brief introduction/cover letter – this may be an attachment, or directly within the body of the email that is submitting your information for consideration. **This position does require an individual to identify as someone in recovery**, and does have a slight preference of hiring someone in recovery from a substance use disorder. While the applicant **does not** need to currently have the Certified Peer Recovery Coach (CPRC) credential, they must be able to obtain it within 60-90 days of hire, meaning they will need to meet the one year of self-attested recovery at that time.
- Writing Sample – please provide your response to **one** of the following questions. **We are not looking for “right” answers, just your opinion and ability to articulate and support it.** Upstream values hiring and supporting individuals with lived experience, and values individuals for authentically being themselves. This is an opportunity to showcase that, and shouldn't be longer than a single typed page:
  - How would YOU define harm reduction (within the substance use filed) and what do you think it could look like in Johnson County?
  - What do you think is the biggest barrier to overcoming stigma related to behavioral health (specifically related to individuals with substance use disorders, suicidal ideation, deaths by suicide, mental health challenges, etc.) in Johnson County?
  - What do you believe is the biggest behavioral health challenge in Johnson County currently, and why?

## Ideal Timeline

- Position posted in March, with rolling applications accepted until the right person is found.
- Earliest anticipated start date is March 24<sup>th</sup>, pending paperwork and logistics
  - Upstream will conduct a background check **once a provisional offer has been extended and accepted.** We realize it is likely applicants will have a criminal history; **that is not a barrier to Upstream or RISE hiring you!** We look for a criminal history that does not include violent offenses, sexual offenses, or offenses against minors. We review each on a

case-by-case basis. If you have questions about this at any point, please reach out to Kathleen, and she would be happy to talk to you!