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Job title	<i>Certified Recovery Peer Advocate (CRPA) – Jail and Community</i>
Reports to	<i>Director of Recovery Center</i>

Job purpose

The CRPA will work a majority of their time at the Fulton County Correctional Facility (FCCF) and Montgomery County Correctional Facility (MCCF). The CRPA will use their shared personal lived experience to promote others recovery, offering support, advocacy, and skill development opportunities. A majority of peer contacts take place face-to-face or in group. The CRPA will assist incarcerated peers in identifying and accessing post-incarceration substance use disorder treatment and other community services. Documentation of services provided is a component of this work. Peers must be certified.

The CRPA will work in an office environment and use a computer, telephone and other office equipment as needed to perform duties. The CRPA may encounter frequent interruptions throughout the work day. The CRPA will be regularly required to sit, talk, or hear, and may be required to lead outings involving hiking, walking, driving and other physical activities.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties and responsibilities

- Work within protocols of FCCF and MCCF in meeting with incarcerated individuals interested in CRPA services
- Effectively engage with individuals who want to enter into recovery and link participants with needed community resources and treatment services
- Assist participants with transition from incarceration to community settings, as needed
- Maintain a collaborative relationship with all outside groups and agencies
- Collect required data, prepare reports and program outcomes
- Work on-call several evenings and weekends each month

Qualifications

- 1-3 years' experience working in a health and human service agency
- Certification as a Recovery Peer Advocate
- Successful recovery from addictions for at least three years preferred
- Working knowledge of treatment, recovery and supportive services
- Understand person-centered recovery and the right to self determination
- Ability to model behavior consistent with the mission of HFM Prevention Council and the Recovery Center.
- Strong verbal and written communication skills; organizational skills; computer skills; ability to function both independently and as part of a team
- Willingness to work a flexible schedule (including some evenings and weekends) and travel primarily throughout Fulton and Montgomery County areas.
- Current valid driver's license and vehicle availability.