

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 239 – PEER RECOVERY SUPPORT STAFF (PRSS)

I. PURPOSE

Peer Recovery Support Staff provide mentoring and coaching through life experience for consumers receiving services with substance use disorders. PRSS will provide services in Residential Substance Use Programs, Medication Assistance Treatment Programs, Crisis Response Units, and Outpatient Substance Use Programs.

II. QUALIFICATIONS

Staff providing recovery services are required to meet SHCMHC employment requirements (See SHCMHC Policy 220 Recruitment and Selection for Employment) and adhere to all Federal requirements of Peer Recovery Support Staff to include but not limited to:

- A. Pass a Criminal Background Check and Employment Fitness Determination through the WV CARE Registry System.
- B. Valid Driver's License with satisfactory driving record and insurance if transporting consumers.
- C. Pass a pre-employment drug screen as required in SHCMHC Drug Free Workplace Policy (Policy 231).
- D. Have no legal issues within the last six months of employment.
- E. Self-identify as an individual with life experience of being diagnosed with a serious mental illness or substance use disorder.
- F. Must be well established in their own recovery; currently in recovery for a minimum of two years and not have received SUD treatment for the preceding six months, except for MAT which is considered a part of recovery.
- G. Receive and keep certification recognized by BMS as a Peer Recovery Support Specialist. Documentation of certification will be maintained in personnel record.
- H. Submit Peer Recovery Support Specialist application which includes the Attestation of Recovery Statement and three letters of reference. Documentation will be maintained in personnel record.

III. REQUIREMENTS

- A. Must be supervised by a Master's degree individual that is employed by SHMCHC. Documentation review and sign-off on progress notes will be determined by supervision status. Documentation of all supervision will be maintained in personnel record.
- B. Will meet with the assigned Peer Recovery Team Leader at least once per month.
- C. Continuing education of 30 hours must be completed every 2 years in the competency domains and which include six hours in ethics. Documentation of completion will be maintained in personnel record.
- D. Completes 40 contact hours of volunteer work or paid work at an agency or provider prior to Medicaid services being rendered. Documentation of completion will be maintained in personnel record.
- E. Must remain drug free and submit random drug screens. All PRSS will be subject to random drug screens monthly. Any refusal of screen will result in termination. Staff will ensure that any prescribed medications that may alter their job performance are disclosed to human resources.
- F. Will uphold all professional boundaries at all times adhering to the PRSS Code of Conduct as well as SHCMHC Employee Code of Ethics. Any issues will be presented to immediate supervisor.
- G. Refrain from any illegal activities and report any legal issues that may be in violation of any SHCMHC policies.
- H. Report any suspected or witness abuse or neglect.
- I. PRSS will adhere to all SHCMHC policies and procedures as required.

IV. PRSS ESSENTIAL FUNCTIONS

- A. Serve as a guide/ mentor for overcoming personal and environment obstacles that jeopardize recovery.
- B. Assist consumers in discovering, accessing, and utilizing ways to remain drug free or reduce the harm associated with their substance use behaviors.
- C. Establish and maintain peer-led individual sessions associated with remaining drug free and living in a healthy environment.

- D. Provide transportation for consumers to appointments and recovery meetings as scheduled. While providing PRSS services staff are not permitted to participate in recovery meetings. PRSS staff may participate in recovery meeting when they are not working.