



Respite Outreach CPSS JOB DESCRIPTION

Purpose/Role

The Respite CPSS Outreach supports the Respite Outreach Program which includes creating a safe supportive space for the Respite participants.

Responsibilities/Tasks:

- Provide individual Peer Support
- Provide health care system navigation
- Provide legal and behavioral health system navigation
- Strategically schedule and manage Respite informational talks with businesses and organizations that could benefit from referring participants, employees, or patients to Respite.
- Provide community organizations with information about Respite and how to get connected.
- If the individual is willing, the PSS will guide the individual in the development of a Wellness Recovery Action Plan (WRAP.). During the first week follow-up the PSS will guide the individual to develop a WRAP plan.
- Handle logistics regarding arrival and departure, room assignment, guest orientation.
- Arrange for transportation to the grocery store, assist with phone calls, etc.
- Create a positive environment in the house where guests feel safe.
- Perform housekeeping duties expected at a residence such as garbage disposal, cleaning, laundry, cooking, etc.
- Assist in identifying community organizations and resources to provide additional support for guests, particularly as they transition out of the guest house.
- Ensure the house is stocked with food, cleaning supplies, toiletries etc.
- Take our respite guests out in the community and provide the support each individual needs.
- Connecting with additional ongoing recovery supports such as but not limited to 12 Step meetings, medical appointments, individual, and group therapy appointments or going to have ice cream, watching a movie, etc.
- One-on-one peer support while addressing their social determinants of health needs and connecting to community resources.

Competencies/Knowledge/Qualities:

- Organizational skills.
- Personal & professional Boundaries.
- Efficient in Word/Excel/PowerPoint.
- Excellent communication skills (verbal & written).
- Flexible work hours.
- Knowledge of zoom and other video conferencing platforms

Reports to:

- Respite Team Lead

Supervisory Responsibility:

- None

Requirements:

- Maintain healthy self-care and work balance.
- Maintain peer support certification with North Carolina and all required CEU hours needed for recertification.
- Abide by PSS Code of Ethics
- Possess and maintain a valid NC driver's license and proper registration and insurance on personal vehicle.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Category:

Non-Exempt

(Updated Aug 2022)