

REACH Too *Hep C Peer Support Coordinator*

REACH Too staff and volunteers continually strive to educate themselves about peer recovery coaching/mentoring and promote the program positively in the community by modeling pro-social attitudes and behaviors.

Position Description:

The Hep C Peer Support Coordinator will offer one-on-one support for patients of the SeaMar Hep C Clinic. The Hep C Peer Support Coordinator is responsible for developing a support plan for Hep C Clinic patients including managing medications, attending appointments and overcoming other barriers to receiving treatment. As the program grows the Hep C Peer Support Coordinator will be responsible for recruiting and training volunteers to continue and expand services to patients.

Responsibilities and Duties:

- Meet with Hep C Clinic patients to introduce the REACH Too program and offer services
- Conduct pre-treatment needs assessment to develop a support plan with participant
- Conduct post-treatment assessment after “Test of Cure”
- Connect individuals to SUD, MH or social services as needed
- Collaborate with Care Management for appointment scheduling and support with physical health needs
- Contact participants as needed by phone or in person to facilitate their managing medication, treatment and testing
- Transport participants to access treatment and other community supports as needed
- Monitor and report participant engagement with Hep C Clinic related needs
- Maintain lists of community resources
- Develop partnerships with community resource agencies
- Develop and maintain a weekly schedule for meeting with participants
- Facilitate support groups as needed
- Attend meetings and trainings as needed
- Recruit peer volunteers who have completed treatment for Hepatitis C to support new patients
- Plan and facilitate peer volunteer trainings
 - Assist with development of training materials
- Keep records of trained peers including updated contacts and trainings list
- Match peer volunteers to new patients
- Support and supervise peer volunteers
- Monitor and report peer volunteers engagement with participants

All staff are responsible for assisting in administrative duties including tracking of program participants. There may additional duties as assigned. Staff may also be asked to assist in maintaining the office and property including janitorial and landscaping duties.

Qualifications/Competencies:

Specific to Hep C Clinic Peer Support Coordinator:

- Knowledgeable about lived experience with Hepatitis C and its treatment, and willingness to share your experience.
- Demonstrate the ability to work in medical and community environments.
- Demonstrate the ability to develop and facilitate groups.
- Attended or able to attend REACH Too Mentor Training or other approved Recovery Coach, Peer Specialist training or Community Health Worker training
- Able to travel throughout the service area on a regular basis.
- On occasion, be available to work evenings and weekends for required duties.

General for all CVAB Employees:

- Have alignment with CVAB Values.
- Prefer 3-5 years' experience in social services.
- Ability to use a variety of computer programs and support participants in doing so.
 - A working knowledge of Microsoft Office Suite.
- Ability to provide assistance and maintain collaborative relationships with other government and social services agencies.
- Must be a positive, self-motivated individual who has demonstrated ability to work independently and well with others as a member of various teams.
- Strong interpersonal skills and ability to deal effectively with diversity of individuals at all organizational levels.
- Ability to work in a cooperative and collaborative manner as a team member CVAB staff, community partners, and program participants.
- Ability and experience working with people from diverse cultures.
- Ability to work in an ever-changing environment and as an effective team player is essential.
- Experience with and/or knowledge of local health and human services.
- Innovative, flexible, and willingness to work in constantly changing environment and priorities without losing enthusiasm for the organizational mission.
- Ability to work flexible hours including weekends (Saturdays).
- Strong written and verbal communication skills are required.
- Ability to meet time-sensitive deadlines and requirements with good judgment with the ability to make timely and sound decisions.
- Demonstrates attention to detail.
- Prefer Bilingual; must be able to speak, read, write and understand English.
- Have educational degrees or credentials needed to be employed in the capacity required by the specific program and duties.
- Lived experience of mental health and/or addictions recovery and knowledge of mental health or substance use disorders services—behavioral health services.

- Confidence in your own wellness.
- A willingness to share your own mental health and/or addiction recovery experiences as appropriate.
- Passion and enthusiasm for peer support and the belief that recovery is possible.

Required for all CVAB Employees:

- Valid Washington Driver's license, reliable transportation and appropriate insurance coverages.
- Appropriate criminal background check clearance.
- Eligibility to work in the United States is verified through the United States Citizenship and Immigration Services' E-Verify website
- No presence on the U.S. Department of Health & Human Services, Office of Inspector General (OIG), List of Excluded Individuals/Entities (LEIE) at <https://exclusions.oig.hhs.gov/>.

Salary Range: \$17-\$20 an hour DOE

Hours: 30-40 hours a week with some evening and weekend hours as needed. Some travel may be required for special trainings and conferences.