



# Rio Arriba County

## *JOB DESCRIPTION VACANCY*

### **Certified Peer Support Worker (CPSW) Peer Support Specialist**

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<b>DEPARTMENT:</b>	RACSTOP
<b>PRIMARY LOCATION:</b>	ESPAÑOLA
<b>SALARY CLASSIFICATION:</b>	C-18 PER SCHEDULE
<b>SALARY:</b>	\$26.11 TO \$31.76 /\$54,308.80 TO \$66,060.80
<b>POSITION STATUS:</b>	Full-time
<b>FLSA Classification:</b>	Non-Exempt
<b>CLOSING DATE:</b>	Open Until Filled
<b>POSTING DATE:</b>	October 6, 2025

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#### **Primary Summary:**

Under the general supervision of the RACSTOP Assistant Director or designee, the Certified Peer Support Worker (CPSW) provides non-clinical, recovery-oriented support services to individuals experiencing opioid or substance use disorders, mental health challenges, or co-occurring conditions. The CPSW uses lived experience and formal training to foster hope, promote recovery, and assist clients in navigating systems of care. Duties include peer mentoring, group facilitation, outreach, advocacy, and coordination with treatment providers, all while maintaining confidentiality and professional boundaries.

#### **Duties and Responsibilities:**

- Accepts all data formats and works closely with division record data liaisons by providing support; ensures records have met the necessary requirements for shipping and receiving, of incoming inventory.
- Provide peer mentoring and emotional support to clients experiencing opioid and other substance use disorders.
- Facilitate practice and evidence-based peer led group curriculums. (Specifically, nights Monday through Thursday).
- Assist clients experiencing opioid and other substance use disorders in developing recovery goals and action plans.
- Support clients experiencing opioid and other substance use disorders in accessing treatment, housing, employment, and community resources.
- Collaborate with case managers, clinicians, judicial systems, and community partners.
- Provide transportation support for clients to attend recovery-related activities as appropriate.
- Assist in crisis intervention by de-escalating situations and connecting clients to immediate support services.
- Serve as a role model by demonstrating effective coping skills, self-advocacy, and healthy lifestyle practices.
- Complete client progress notes and maintain data entry in EMR-bear.



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- Help clients build independent living skills, including budgeting, time management, and problem-solving.
- Advocate for client needs and promote self-empowerment.
- Participate in community engagement, outreach, and educational activities to reduce stigma and increase awareness.
- Track and report client progress, outcomes, and participation data as required.
- Document client interactions and maintain accurate records in compliance with HIPAA.
- Attend staff meetings, trainings, and continuing education sessions.
- Contribute to program development by recommending improvements to peer support services.
- Provide oversight and guidance to peer support worker interns.
- Provide training to peer support worker interns.
- Perform other duties as assigned or required.

#### **Minimum Qualifications:**

- Must be a Certified Peer Support Worker in the State of New Mexico.
- Lived experience with recovery from substance use and/or mental health challenges.
- Must meet background check requirements, including an FBI fingerprint check, in compliance with state certification and county employment standards.
- Must possess and maintain a valid New Mexico driver's license or obtain one within one (1) month of hire.

#### **Recommended Qualifications:**

- Familiarity with local recovery resources and support networks.
- Ability to work independently and as part of a multidisciplinary team.

#### **Preferred Qualifications:**

- Four years' experience working with individuals from diverse backgrounds.
- Possesses a minimum of a high school diploma or GED; AA degree preferred.
- Ability to communicate verbally in Spanish.
- Experience working with individuals diagnosed with co-occurring mental health and substance use disorders.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of recovery principles, peer support ethics, and cultural competency.
- Knowledge of local and regional human service and recovery agencies.
- Knowledge of HIPAA and confidentiality standards.
- Ability to establish and maintain appropriate boundaries.



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- Strong communication skills, both oral and written.
- Ability to handle multiple tasks, meet deadlines, and adapt to changing needs.
- Ability to act with discretion and professionalism in all interactions.

#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds. For items above 40 pounds, lifting shall be done by two or more County staff members.

#### **Work Environment:**

Work is performed in a professional office environment with a moderate noise level, occasionally under stressful conditions and for extended periods. Functions are split between the Tierra Amarilla and Española Annex offices. This position requires extensive use of computers and phones and may include evening, holiday, and weekend work. Travel and off-site meetings are required.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times;
- Maintain and enhance the county's commitment to customer service excellence.

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#### **Conditions of Employment:**

- Successful completion of a thorough background investigation.
- Must pass a pre-employment drug screening and MVD check.
- Must comply with county safety guidelines and HIPAA Policies and Procedures.
- Must possess and maintain a current county defensive driving course certificate or complete the training within thirty (30) days of hire.

#### **Resume and Job Application to:**

**JobApplications@rio-arriba.org**

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**P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810**

**Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-2992 \* Fax (505) 753-9397**

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