



Job Description

TITLE: Peer Mentor	JOB CODE: 3860
DEPARTMENT: Alternative Sentencing Division	FLSA: Non-Exempt
PREPARED: March 15, 2010	FLSA CLASS: Professional
UPDATED: June 27, 2022	WORK LOCATION: Farmington, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general supervision of the Case Management Supervisor, advises and guides individuals involved in recovery program. The mentor is responsible for guiding the individual to stay involved in activities, organizations and programs that assist and promote recovery and to assist other staff in program development and implementation.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Observe behavior patterns of individuals in recovery
- Work directly with clients and families and support systems to enhance increased rates of success
- Teach and encourage basic daily activities and functions
- Collaborate with community providers and agencies to increase client success during transitional phases
- Work as part of a team with Clinical Director, social worker, substance abuse counselors, and case managers to assist in a strong foundation for transition into the community while practicing tools of recovery.
- Encourage individuals in recovery to make appropriate decisions, be responsible for consequences, develop and utilize problem solving skills.

Required Knowledge, Skills and Abilities:

- Ability to recognize signs of recovery and relapse.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to collaborate and respect integrity of program.
- Ability to include best practice and modalities in substance abuse treatment, including family systems approaches and developmentally appropriate modalities.
- Knowledge of judicial system.

Education and Experience:

- Must be at least 18 years old.
- High School Diploma or GED required.
- Education or experience in field of substance abuse and addictions preferred.
- Must be a current or former consumer of substance use support services, with a minimum of one (1) year consistent sobriety/recovery
- Valid driver's license or able to obtain within six (6) months of employment.

Job Description
Peer Mentor

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and correctional facility setting.
- May be subject to extended periods of intense concentration in the review of documents and reports.
- On-call and flexible hours requirements.
- Potential risk from offender/criminal actions.
- May require physical demands to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; lift up to 10 pounds; and talk or hear.
- Vision requirement: peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
- Noise level is typical of a business office with computers and printers, light traffic.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment as well as any and all clinical tools specific to therapeutic/treatment needs.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____