

## Peer Assistance Services, Inc. Position Description

Peer Assistance Services, Inc. (PAS) is a community-based, 501(c)(3), not-for-profit Colorado corporation. Our mission statement, *dedicated to quality, accessible prevention and intervention services in workplaces and communities, focused on substance use and related issues*, guides all agency programming.

<b>Position Title: Substance Use and Mental Health Evaluator/Case Manager</b>			
<b>Program (s)</b> Peer Health Assistance Programs <i>(Nursing, Veterinarian, Pharmacy, Dental, Mental Health Professionals)</i>	<b>FLSA Status</b> Exempt	<b>Hours</b> Minimum of 40 hours per week Some evenings & weekends and on-call required	<b>Date of Last Revision</b> September 30, 2016

**Primary Purpose of Position:** Responsible for comprehensive bio/psycho/social assessment of licensed healthcare and mental health professionals. Assessment includes detailed written findings and recommendations. Assessments are conducted to determine if professionals are safe to practice or require treatment and monitoring in order to practice safely. Evaluator must possess excellent written and verbal communication skills along with organization ability and attention to detail.

### **Education and Experience Required:**

Evaluator must possess one or more of the following credentials

- Licensed Clinical Social Worker (LCSW) with Certified Addiction Counselor (CAC) II or III and at least 2 years of experience in completing assessments
- Licensed Marriage and Family Therapists (LMFT) with CAC II or III and at least 2 years of experience in completing assessments
- Licensed Professional Counselor (LPC) with CAC II or III and at least 2 years of experience in completing assessments
- Licensed Addiction Counselor (LAC) with at least 2 years of experience completing assessments
- Certified Addictions Registered Nurse-Advanced Practice (CARN-AP)
- Advance Practice Psychiatric Nurse who is board certified as a clinical nurse specialist or nurse practitioner in psychiatric nursing
- Registered Nurse (RN) with both a master's degree in counseling psychology and CAC II or III with 2 years of experience completing assessments

### **Essential Duties & Principle Responsibilities:**

1. Conduct assessment lasting 2-4 hours to complete tools and interview with health care and mental health professionals.
2. Gather collateral information necessary to complete assessment
3. Complete comprehensive, written assessment to include findings and recommendations regarding ability to practice with reasonable skill and safety.
4. Review of written assessments for colleagues.

### **Other Duties & Responsibilities:**

1. Case management of small case load, as needed
2. Presentations and other program promotion and outreach, as needed

**Reports to:** Director or Manager, Peer Health Assistance Programs

**Direct Reports:** N/A

**Working Conditions:** Favorable office environment with some state-wide travel required. Periodic weekend hours required.

**Physical Requirements:** Good visual and auditory acuity required for client assessment and interaction. Manual dexterity required for data entry. Occasional lifting of up to 40 pounds.

**Competencies:**

***Communication:*** Communicates professionally, appropriately and clearly both verbally and in writing. Communicates and reports accurately in a timely manner, meeting designated deadlines. Shares information and ideas with others and collaborates with agency staff and community partners. Acts as a public representative of the agency internally and externally, consistently exemplifying agency mission and values.

***Decision Making/Judgment:*** Recognizes opportunities and matters affecting agency and programs, gathers information, sorts through complex issues and seeks input from others, delegates as appropriate. Makes decisions consistent with agency mission, values, policies and procedures and level of responsibility. Within the bounds of assigned responsibilities, makes timely decisions, using consensus when possible. Communicates decisions to others in a timely and appropriate manner.

***Job Knowledge:*** Understands scope of responsibilities, possesses and maintains necessary job knowledge and has required technical skills. Appropriately and accurately applies job knowledge to complete principle duties and responsibilities. Understands and integrates agency mission and values into daily work.

***Collaboration and Planning:*** Sets goals in accordance with contract requirements and agency policies. Develops plans and manages resources to meet goals. Aligns plans with agency mission and values. Coordinates and cooperates with PAS staff, clients, contractors, community partners, stakeholders. Respects and adheres to team/supervisor/agency decisions. Holds self and others accountable. Tracks, measures and reports outcomes.

**Disclaimer Statement:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for employees assigned to this job.

**To apply please e-mail resume and cover letter to [hr@peerassist.org](mailto:hr@peerassist.org) (phone calls will not be accepted). Peer Assistance Services, Inc. is an Equal Opportunity Employer. Minorities are encouraged to apply.**