



More than a Chance, A Change

## **Job Description Certified Peer Recovery Specialist (CPRS) Nashville, TN**

### **ABOUT DISMAS HOUSE**

Dismas House is a residential reentry program for men returning to the community from state and private prisons and county jails in Tennessee. Dismas House has 72 beds and can serve over 175 residents a year. The Dismas House program, which is holistic and individualized, helps residents navigate the challenging transition back to the community and overcome the many barriers to reentry. As the premier reentry program provider in Tennessee, it is our vision that residents become self-sufficient, contributing members of the community.

To learn more about the impact of Dismas House, please visit [www.dismas.org](http://www.dismas.org).

### **POSITION SUMMARY**

Working from the Nashville office, Dismas House seeks a full-time Certified Peer Recovery Specialist (CPRS) to provide support and peer recovery services to its residents.

We're looking for a compassionate, care-driven professional who believes in helping individuals discover, plan, and live a life in recovery. The ideal candidate has experience or a passion for working with justice-involved persons and a broad knowledge of recovery support programs (12-steps, SMART, Refuge Recovery, etc.).

The CPRS will be part of the Dismas care team that includes the VP of programs, clinical director, case managers, admissions manager, and program coordinator, and meet weekly to discuss each resident's progress. They must have flexibility with work hours including the ability to work some evening and weekend hours as needed and must have a valid driver's license, a reliable car and ability to go into Tennessee prisons and jails if needed.

We would like to fill this position as soon as possible.



More than a Chance, A Change

## PRIMARY RESPONSIBILITIES

- Meet individually with residents regularly to assist in developing a personalized plan for recovery that meets the unique needs and strengths of that resident.
- Review progress and challenges and provide accountability for actions towards recovery.
- Meet regularly and communicate with program team to discuss residents progress and discuss best practice.
- Manage the program's 12-step requirement process, including printing and stocking folder with meeting forms, reviewing comments, following up with residents, attend and vet potential meetings, and guide residents on obtaining sponsorship. Coordinate with Program Coordinator to ensure an integrated process.
- Conduct random drug and alcohol tests as needed. If female, order drug tests for residents as needed.
- Communicate regularly with residents about residential policies and resident concerns, answering questions about their needs, goals and treatment plans.
- Maintain a current list of recovery resources.
- Document within Apricot (Dismas data management system) each encounter with a resident that focuses on their recovery in a timely manner of by the end of the next business day.
- Attend all mandatory trainings, workshops and meetings as required.
- Assist in room searches as needed.
- Schedule and attend 12-step and other recovery meetings as needed.
- Attend and escort residents on quarterly outing(s), as needed.
- Facilitate psychoeducation groups focused on addiction and recovery topics.
- Contribute to the development and facilitation of recovery programming, in collaboration with the Program Coordinator and Clinical Director.
- Develop recovery events and work collaboratively with Dismas staff to facilitate events.
- Assign and review step work with each resident, for those committed to 12-step recovery programs.
- Performs other duties as assigned and needed



More than a Chance, A Change

## DESIRED BACKGROUND & PERSONAL ATTRIBUTES

- Current CPRS certification with the State of Tennessee or in the process of becoming certified.
- Associate's or bachelor's degree or relevant years of experience.
- Broad knowledge of available recovery programs, including but not limited to 12-Step, SMART recovery, Celebrate Recovery, Refuge Recovery.
- Ability to identify and accept a resident's stage of change while using MI and other strategies to increase motivation for change.
- 1-3 years of related experience in recovery support services.
- Strong written and verbal communication skills and a capacity to communicate effectively, empathetically and with a trauma-informed approach to the clients we serve.
- Propensity to work with energy, a high degree of initiative and from a positive perspective while maintaining flexibility and attention to detail.
- Enormous passion for and commitment to the mission of Dismas House and serving and working with justice-involved persons; an understanding of prison culture desired.
- Strong organizational and administrative abilities, including increasing efficiencies around systems, procedures and protocols.
- Excellent computer skills and knowledge of database programs & Windows-based operating system.
- Comfortable going inside correctional facilities.

## COMPENSATION

Salary is commensurate with education and experience. Excellent benefits package through Blue Cross Blue Shield that includes dental and vision.

**To apply: Please send a cover letter and resume to [careers@dismas.org](mailto:careers@dismas.org).**

*No person in the Dismas organization shall on the grounds of race, gender, disability, religion, national origin, or sexual orientation be excluded from the participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity associated with Dismas House.*