



*De Paul serves the greater Portland community by providing drug and alcohol addiction treatment services.*

**I. VOLUNTEER POSITION: PEER SUPPORT PERSON**

**II. DESCRIPTION OF JOB DUTIES:**

- a. Work in conjunction with and under the supervision of the Residential Case Manager
- b. Provide transportation to off-site AA and NA meetings, or 12-step functions
- c. Assist clients in accessing resources in the community
- d. Help find clean and sober living options
- e. Assist clients in the process of obtaining an ID, Social Security Card, or Birth Certificate
- f. Assist clients with job searches
- g. Provide transportation to job fairs, interviews
- h. Follow agency policies and procedures provided by De Paul, including but not limited to: Boundaries, Ethics, Confidentiality, Drug-Free Workplace and Harassment Policies.

**III. QUALIFICATIONS FOR POSITION:**

- a. All positions require 2+ years continuous sobriety
- b. Volunteers must be in recovery
- c. Ability to pass a background check
- d. Working knowledge of substance use disorders and treatment protocols helpful
- e. Must have reliable, insured, transportation
- f. Must be able to provide proof of vehicle insurance
- g. Must have valid driver's license
- h. Work effectively in a team environment
- i. Strong communication and active listening skills
- j. Excellent customer services skills
- k. Ability to work with people who often cannot read or write fluently
- l. Comfortable working with people from diverse backgrounds, including criminal history;
- m. Well organized and detail oriented

**IV. TIME COMMITMENT:** 6-12 months

**V. PHYSICAL REQUIREMENTS:** Must be able to climb stairs; must be able to lift 15-20 lbs

**VI. TRAINING:** Orientation will be provided; attendance at orientation and programmatic functions may be required

**VII. BENEFITS:** We value our volunteers at De Paul Treatment Centers and strive to provide a positive and supportive environment for everyone. Some of the benefits extended to volunteers include recognition events and access to employee trainings for job enhancement and personal development.

**VIII. SUPERVISORY RELATIONSHIPS:** Coordination and scheduling will be provided by Kimberly Wallace, Residential Case Manager.

**IX. PERSONAL QUALITIES:** Concern for people and to treat all with empathy, dignity, and respect.

**X. SALARY RANGE:** None – Volunteer Position

**XI. HOURS PER WEEK:** TBD, flexible schedule as arranged with Residential Staff.

**XII. PROGRAM CRITERIA:** As a volunteer you have the right to be provided an evaluation based on the program criteria.

- a. **Initiative:** The extent to which the volunteer knows when to ask for help, prioritizes and efficiently and effectively performs duties
- b. **Integrity:** The extent to which the volunteer performs their job in a professional manner, demonstrating ethical behaviors and adhering to federal/state laws and agency policies and procedures.
- c. **Reliability:** The extent to which the volunteer accomplishes tasks with little or no follow-up from their supervisor.