



*Inspiring Change, Reclaiming Lives*

# JOB VACANCY: Peer Specialist

**DEPARTMENT:** Therapeutic Living Programs (TLP)

**LOCATION:** Hilo, Hawaii

**JOB TYPE:** On-Call/As-Needed with no Benefits  
(If available, may lead to Full-Time position with Benefits)

**SALARY:** \$13.00/hour

**DUTIES SUMMARY:**

Provide supervision, peer support and transportation for clients. Assist clients with coping skills, developing treatment plans, learning daily life skills and facilitating peer groups. Ensure safety and security of clients and facility.

Note: This is a therapeutic living program (TLP) which runs 24 hours a day, 7 days a week, including holidays.

**EXAMPLE OF DUTIES:**

- Implement TLP activities to ensure development of independent living skills (i.e. budgeting, cooking skills, shopping, problem solving, communication skills, social recreation, etc.)
- Maintain security of the facility and ensure safety for all clients
- Implement program schedule (e.g. house meetings, task/skill and education groups)
- Inspect all personal items of incoming clients and remove and store inappropriate/contraband items
- Complete all records to comply with CARF standards and contract regulations/requirements
- Facilitate weekly house meetings with appropriate documentation
- Communicate and interact with clients in a positive, constructive and empathetic manner
- Demonstrate an understanding of the HIPAA and 42CFR federal laws governing the issues of Confidentiality and clients health and privacy rights
- Project a professional manner in conduct, dress and language at all times. Maintain a professional relationship with staff and consumers, insuring boundaries and ethics are adhered to at all times
- Performs other related duties as assigned

## **MINIMUM QUALIFICATION REQUIREMENTS:**

### Training and Experience:

- High School Diploma/GED
- AA Degree in Human Services or related field
- Minimum of one (1) year experience in the field
- CSAC certification a plus

### Requirements:

- Valid State of Hawaii Driver's License with no traffic infractions within the last 3 years
- **Must be able to drive and operate 15-passenger van**
- Tuberculosis (TB) Clearance (within the last 12 months)
- Medical/Physical Clearance (within the last 12 months)
- Must be able to work a flexible schedule, including weekends and holidays

### Ability/Knowledge/Skills:

- Advanced skills in Microsoft Office, Word, Excel and Outlook.
- Knowledge and experience working with Electronic Health Records.
- Able to work with adults from diverse backgrounds.
- Knowledge and understanding of the nature of substance use, abuse, alcoholism and addiction.
- Good verbal and written communication skills.

**How to Apply:** If you wish to apply, please complete the Employment Application located on our website, [www.bisac.org](http://www.bisac.org). Once completed you may email the completed application and your resume to: [hr@bisac.com](mailto:hr@bisac.com) or fax to: 808-969-7375.