



Peer Recovery Specialist #03302

City of Virginia Beach – Job Description

Date of Last Revision: December 3, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 20

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Assist with the planning, development, coordination and scheduling of direct services in a mental health/substance use disorder program; and provide assessment, goal development, instruction, and support, including service coordination, to individuals in recovery.

Representative Work Functions and Responsibilities

- Work closely with members of the treatment team to include the medical providers, clinicians, case managers and other peer service specialist to provide individual perspective on a comprehensive assessment to determine individualized treatment preferences.

- Perform recovery-oriented service advocacy, train/coach in daily living skills, facilitate social/recreational activities, facilitate recovery education, provide resources, provide recovery-oriented groups, support, and foster individual responsibility utilizing personal experiences with substance use and/or mental illness.
- Assist individuals in developing a Recovery Plan by identifying individual's goals, strengths, and steps toward recovery, to include needed supports; assist individuals with general problem solving and development of skills in obtaining services and supports through coaching toward an increased sense of responsibility.
- Educate individuals about available community resources and advocates for services on behalf of individuals as needed.
- Act as a liaison between individuals and other service providers (Clinicians, case managers, care coordinators, etc.) to ensure that individual preferences expressed in Recovery Plans are included in Individual Service Plans; Collaborate with multiple programs as part of a treatment team, community services providers, and significant others as necessary.
- Maintain accurate documentation consistent with agency guidelines, grant requirements, Medicaid and licensure standards.
- Participate in monthly supervision with a staff member trained in peer specialist supervision.
- Assist individuals with developing skills and strategies to prevent relapse of substance addiction and/or mental health symptoms, reconnecting them with their recovery goals.
- Attend all scheduled clinical staffing, integrated treatment team meetings, and/or weekly planning sessions with supervisor to evaluate and revise training strategies or individual treatment objectives to improve the independent functioning of individuals as required.
- Perform other job duties requiring skills, knowledge, and physical requirements as demanded by those duties described. Individual assignments will be determined by the supervisor based on current workloads and department needs.

Performance Standards

- Responsible for provision of peer support services to adults with substance use or mental health disorders or to parents of youth with substance use or mental health disorders.
- Provide support through sharing personal life experience of recovery from a substance use or mental health disorder by offering resources, personal experiences, support, advocacy, education, and coaching.

- Perform screenings, conduct recovery-oriented service planning, and provide individual goal implementation.

Minimum Qualifications

- Requires any combination of education (above the high school level) and/or experience equivalent to one (1) year in fields utilizing the required knowledge, skills, and abilities OR eligibility for certification as a Peer Recovery Specialist with Virginia DBHDS.
- Must have a current and valid driver's license.

Preferred Qualifications

Certified as a Peer Recovery Specialist preferred.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- Must be eligible to become a Certified Peer Recovery Specialist (CPRS) in Virginia. If not obtained prior to hire, the peer counselor will receive Peer Certification Recovery Services training.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or

in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.