

Peer Assistance Services, Inc.
Substance Use and Mental Health Evaluator – Remote Work
Position Description

Peer Assistance Services (PAS), Inc. is a community-based, 501(c)(3), not-for-profit Colorado corporation. Our mission statement, *leading with prevention and intervention for substance use and mental health concerns*, guides all agency programming. Our values of grit, integrity and compassion are guideposts for all that we do in the service of our mission. Each staff member operates from these to ensure the success of the agency.

Position Title: Substance Use and Mental Health Evaluator			
Program (s) Peer Health Assistance Programs <i>(Nursing, Veterinary, Pharmacy, Dental, and Mental Health Professionals)</i>	FLSA Status Exempt	Hours Minimum of 40 hours per week; Monday – Friday 8:00 – 5:00 Occasional evening & weekends and periodic on-call required	Date of Last Revision March 1, 2023

Primary Purpose of Program: PAS contracts with the Colorado Department of Regulatory Agencies, Division of Professions and Occupations to provide the Peer Health Assistance Programs which are statutorily created and funded by license fees.

The Peer Health Assistance Program provides assessment, referral, long- term case management and monitoring for health and mental health professionals with physical, emotional, psychiatric, and psychological or substance use conditions affecting their practice.

This position is responsible for comprehensive biopsychosocial evaluations of licensed healthcare and mental health professionals. Evaluation Includes detailed written findings and recommendations. Evaluations are conducted to determine if professionals are 1) safe to practice, 2) only safe to practice with treatment and monitoring 3) not safe to practice. Evaluations must follow required PAS format. A qualified evaluator must possess excellent written and verbal communication skills along with strong organizational abilities and attention to detail.

Education and Experience:

Evaluator must have two years of experience conducting clinical assessments and hold one of the following credentials:

- Licensed Clinical Social Worker (LCSW) with Certified Addiction Specialist (CAS)
- Licensed Marriage and Family Therapists (LMFT) with CAS
- Licensed Professional Counselor (LPC) with CAS
- Licensed Addiction Counselor (LAC)
- Licensed Psychologist
- 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 CAS

Principle Responsibilities & Essential Duties:

1. Conduct comprehensive biopsychosocial evaluations for Peer Health Assistance Program Participants. Completion of evaluation is accomplished via a HIPAA compliant telehealth platform. Evaluation process includes administering a variety of screening instruments in order to complete the evaluation.

2. Complete comprehensive, written evaluation to include findings and recommendations regarding ability to practice with reasonable skill and safety. Internal review must be conducted prior to final submission. Evaluation to be submitted to DORA within the contracted timeframe.
3. Collateral information is necessary and must be collected in advance in order to complete the evaluation. This may include 3rd party referrals. Additional specifics regarding referrals will be provided.
4. Evaluators refer program participants for urinalysis/drug testing on the same day of the evaluation and will provide collection site information.
5. Be available to provide clinical review of evaluations for colleagues on an as needed basis.
6. Regular coaching of two to three case managers. This includes reviewing program participant diagnoses and criteria for treatment referral, as well as discussing measurement-based care screening tools, providing support to client supervisors and practice monitors, and determining safety to practice.
7. Evaluators will attend weekly office hours and provide monthly 1:1 coaching meetings which could include instructing, advising, and consulting Case Managers.

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, 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 principal 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, program participants, contractors, community partners, stakeholders. Respects and adheres to team/supervisor/agency decisions. Holds self and others accountable. Tracks, measures, and reports outcomes.

Reports to: Program Manager/ Director of Programs, Peer Health Assistance Programs

Salary Range: \$70,000.00 – \$75,000.00

Direct Reports: N/A

Working Conditions: Favorable office environment with some state-wide travel required. Periodic weekend hours required. Currently all work is conducted remotely with appropriate equipment provided. The minimum required bandwidth for reliable internet speed is 10 Mbs (download) and 5 Mbs (upload).

Physical/Mental Demands Work requires hand dexterity for office machine operation; stooping, climbing, and bending to files and supplies; mobility to complete errands; stand/sit for up to eight hours each day; ability to communicate clearly when using the telephone; requires sitting; standing, walking, reaching, bending, lifting, and twisting at times; moderate levels of stress. Occasional lifting of up to 40 pounds.

FLSA Status: Exempt

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.

PAS is an Equal Opportunity Employer. PAS is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or staff on the basis of age, race, gender, color, religion, national origin, disability, genetic information, sexual orientation or any other applicable status protected by state or local law.

To apply please **e-mail resume and personalized cover letter** to hr@peerassistanceservices.org (*phone calls will not be accepted*).