

**Administrative Office of  
The Supreme Court of Appeals of West Virginia  
Position Announcement**

**Peer Recovery Support Specialist – PART TIME  
2nd Circuit, Wetzel County Family Treatment Court (FTC) Employment Opportunity**

**Position open until 2/4/22**

**The Position**

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a **Peer Recovery Support Specialist** to serve Wetzel County, in West Virginia. The position reports directly to the Family Treatment Court Circuit Judge as part of the local Judicial Administrative Staff.

**Salary / Wages**

\$15/hour not to exceed 32 hours a week.

**Position Purpose:** Under the general direction of an administering Family Treatment Court Judge, employees in this class perform a full range of duties which include providing support to participants in the Family Treatment Court Program. One of the important responsibilities for this position is to develop and maintain strong working relationships with the FTC Case Coordinator and other treatment team members, Department of Health and Human Resources, Veterans' Administration, Prosecuting Attorney's Office, Public Defender's Office, Guardian Ad Litem, treatment providers, and other agencies, as well as the public. Persons in this position shall exercise independent judgment and initiative within the scope of their authority.

**Minimum Qualifications:** Must be a person with lived experiences with a substance use disorder who has been in recovery for at least one year and has successfully completed a Peer Recovery Support Specialist Certification or equivalent. Excellent oral communication skills, professional boundaries and even temperament are high priority considerations for this position. Must have a valid driver's license and reliable transportation. Must be able to work evenings, weekends, and holidays. Candidate must pass a NCIC/CIB background check and a drug screen (consideration will be given to charges related to history of substance misuse).

**Primary Duties and Responsibilities include:** Participates fully as a Family Treatment Court team member, committing him or herself to the mission and goals of the treatment court and works as a full partner to ensure their success.

- Provides support and mentoring to Family Treatment Court participants.
- Assists participants with setting and achieving recovery goals.
- Understands and complies with all confidentiality matters related to participants and the FTC.

- Attends all FTC Treatment Team meetings and court hearings, providing a summary of participants' activities.
- Through leading by example, will support participants with their coping strategies.
- Aids participants in identifying appropriate peer support groups.
- May occasionally assist with transportation needs of the participants as approved by the FTC Judge.
- Help to create interagency linkages to address participants secondary needs in the areas of housing, educational and/or vocational skills training and employment.
- May develop and oversee community services and volunteer projects for treatment court participants.
- Attends and participates in conferences, workshops, meetings and committees as needed.
- Follow up with graduates of the program to assess performance measurements.
- Performs other duties as assigned.

**Criminal Background Check and Drug Screen:** Successful candidates must submit to criminal background check and a drug screen (consideration will be given to charges related to history of substance misuse).

**Compensation and Benefits:** Due to this being a permanent part time employee, insurance and other benefits will not be offered. However, the Supreme Court will reimburse for approved mileage used in transporting participants and will cover all meals, registration and expenses associated with required trainings. A cell phone will be provided by the Court.

### **West Virginia Courts**

West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at [www.courtswv.gov](http://www.courtswv.gov).

### **Equal Opportunity in Employment**

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

### **Application Process**

To apply for this position, please direct the completed Court Employment Application (available on Court website, [www.courtswv.gov](http://www.courtswv.gov)), signed and notarized Release for Criminal/Background Check

(available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

Honorable David W. Hummel, Circuit Court Judge  
2nd Judicial Circuit  
Wetzel County Courthouse  
Main Street  
New Martinsville, WV 26155

**Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.**