



Job Description

Job Title:	CRPA	Employee Name:	TBD
Department:	MHC	FLSA Status:	Non-exempt
Reports To (Name/Title):	TBD	Position Type:	Part-time
Weekly Hours:	18 hours per week	Proposed Pay:	\$25 - \$33k annualized (hourly pay)
Location:	1955 McDonald	Prepared By:	Janet Abed
Prepared Date:		Last Updated Date:	12/16/2025

Position Summary

We are seeking a compassionate and dedicated **Certified Recovery Peer Advocate (CRPA)** to support individuals in recovery from substance use disorders. The CRPA will use lived experience to provide peer support, guidance, and encouragement as clients navigate the challenges of recovery. This role includes one-on-one peer support, group facilitation, recovery education, and connecting individuals to community resources and services. The ideal candidate is passionate about helping others, communicates effectively, and demonstrates a strong understanding of the recovery process.

Key Responsibilities

Peer Support & Advocacy

- Provide one-on-one peer support using lived experience to build rapport, offer encouragement, and share insight into the recovery process.
- Share personal recovery experiences to help clients overcome obstacles and maintain long-term sobriety.
- Support clients in managing triggers, developing coping skills, and building resilience in daily life.

Group Facilitation & Education

- Lead or co-facilitate recovery-oriented support groups in a safe and supportive environment.
- Provide psychoeducation on recovery-related topics such as relapse prevention, life skills, and healthy lifestyle development.
- Educate clients on available recovery resources, support systems, and community programs.

Resource Connection & Referral

- Assist clients in identifying and accessing community resources, including healthcare, housing, employment, legal assistance, and social services.
- Provide referrals to external treatment providers, support groups, and recovery-focused programs.
- Support engagement in recovery services such as 12-step programs, sober living environments, and vocational training.

Relapse Prevention & Recovery Planning

- Collaborate with clients to develop individualized recovery plans with short- and long-term goals.
- Help clients identify early warning signs of relapse and develop effective coping strategies.
- Monitor client progress and provide ongoing encouragement and support.

Documentation & Reporting

- Maintain accurate and timely documentation of client interactions, goals, and progress.
- Complete required reports in compliance with organizational and funding requirements.
- Ensure confidentiality and adherence to all legal and ethical documentation standards.

Collaboration & Teamwork

- Work collaboratively with clinical staff, treatment providers, and community partners to support integrated care.
- Participate in team meetings, case reviews, and ongoing training.
- Assist with community outreach initiatives to promote recovery services and a recovery-friendly culture.

Job Requirements

Education & Experience

- High School diploma or equivalent required; additional education in human services, psychology, or a related field preferred.
- Certified Recovery Peer Advocate (CRPA) certification or ability to obtain certification within a specified timeframe.
- Personal lived experience in recovery from substance use or co-occurring disorders, with a commitment to maintaining sobriety.
- Prior experience in peer support or recovery-oriented settings preferred.
- Experience with the Orthodox Jewish community.

Skills & Abilities

- Strong interpersonal skills with the ability to establish trust and rapport.
- Excellent verbal and written communication skills, including group facilitation.
- Knowledge of recovery principles, treatment modalities, and community resources.
- Ability to work independently and collaboratively in a team-based environment.
- Strong problem-solving skills and the ability to offer practical recovery-focused solutions.

Certifications & Licensing



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- Active Certified Recovery Peer Advocate (CRPA) credential through an approved accrediting body.
- CPR and First Aid certification, or willingness to obtain within a reasonable timeframe.

Personal Attributes

- Empathetic, patient, and non-judgmental approach to peer support.
- Resilience and ability to model healthy coping strategies and self-care.
- Commitment to ethical standards, confidentiality, and client dignity and autonomy.

Director Signature:	
Employee Signature:	
HR Signature:	

To apply, please submit a resume and cover letter to hr@sbhonline.org with the job title in the subject line.