



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
 Salt Lake City, Utah 84115
 Phone: (801) 486-4877
 Fax: (801) 486-9943
 www.uicsl.org

POSITION DESCRIPTION: CERTIFIED PEER SUPPORT SPECIALIST (CPSS)

| | | | |
|--------------------|----------------------------|------------------------|---------------------------|
| DIVISION: | CLINICAL OPERATIONS | SUPERVISOR: | BEHAVIORAL HEALTH MANAGER |
| JOB CODE: | BEH-080 | CLASSIFICATION: | FT, NON-EXEMPT |
| WAGE SCALE: | NE-08 (\$22.49 TO \$30.65) | EFFECTIVE DATE: | 04/2026 |
| HOURS/WEEK: | 40+ | REVISED DATE: | 04/2028 |

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In terms of the performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver’s license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

The Certified Peer Support Specialist (CPSS) is an essential member of the Behavioral Health Program at the Urban Indian Center of Salt Lake (UICSL), supporting high quality, patient-centered behavioral health services through the delivery of peer support and recovery-oriented services in a collaborative outpatient and community-based environment.

Reporting to the Behavioral Health Manager, the Certified Peer Support Specialist supports the implementation of UICSL’s peer support services. This role provides individual and group-based peer support, assists individuals through the intake process, supports navigation of behavioral health and family & community services, facilitates connection to internal and external resources, and maintains appropriate documentation. The position ensures peer support activities align with program priorities and community wellness goals. The Certified Peer Support Specialist works in coordination with Primary Care, Behavioral Health, Public Health, and Family and Community Services to promote integrated care within a culturally responsive team-based model.

Through the delivery of structured peer support services, the Certified Peer Support Specialist strengthens organizational engagement and helps ensure individuals experience respectful, culturally responsive care that reflects UICSL’s commitment to whole person health for American Indian and Alaska Native communities.



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Provide individual and group-based peer support services using recovery-oriented, strengths-based, and culturally responsive approaches grounded in lived experience(s).
- Assist individuals through the intake and engagement process, helping establish trust, identify needs, and support initial connection to services.
- Support navigation of behavioral health, medical, and community-based services, including coordination of referrals and follow-up to ensure continuity of care.
- Facilitate connection to internal and external resources, including social services, cultural support, and community programs that promote overall wellness and recovery.
- Provide ongoing peer support through encouragement, advocacy, and shared experience to promote engagement, self-determination, and recovery goals.
- Support participant engagement and retention by addressing barriers to care and reinforcing connection to services and treatment plans.
- Collaborate with Behavioral Health providers, Primary Care, Public Health, and Family and Community Services to support coordinated, team-based care.
- Participate in interdisciplinary meetings to promote integrated care planning and support individuals engaged in services.
- Maintain accurate and timely documentation of peer support services, participant interactions, and engagement activities in accordance with organizational standards.
- Assist with outreach and community engagement activities that align with UICSL's mission and promote awareness of behavioral health and peer support services.
- Maintain professional boundaries, confidentiality, and compliance with HIPAA and ethical standards in all peer support interactions
- Maintain professional boundaries, confidentiality, and ethical standards in all peer support interactions.
- Maintain required certifications and competencies necessary to provide safe and effective peer support services.
- Participate in quality improvement activities that support service effectiveness, participant experience, and alignment with organizational standards.
- Position requires a flexible schedule, including evenings and occasional weekends to support community events and programming
- Promote whole person, culturally centered care by supporting the emotional, social, and cultural dimensions of health for individuals and families served by UICSL.
- Perform other duties within scope of practice as assigned by the Behavioral Health Manager in alignment with UICSL's mission, vision, and community-centered approach to health.



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
 Salt Lake City, Utah 84115
 Phone: (801) 486-4877
 Fax: (801) 486-9943
 www.uicsl.org

MINIMUM QUALIFICATIONS

| | |
|---|--|
| Education: <input type="checkbox"/> | a) High school diploma or GED required. |
| Experience: <input type="checkbox"/> | a) (1) one year of experience in behavioral health, peer support, human services, or a related field preferred b) Lived experience with mental health and/or substance use recovery and the ability to use that experience to support others in a peer support role |
| Certification/Licensure: <input type="checkbox"/> | a) Current Utah Certified Peer Support Specialist (CPSS) certification required b) Current CPR and First Aid Certification |
| Other: <input type="checkbox"/> | a) Must pass a mandatory criminal background check. |

PREFERRED QUALIFICATIONS

| | |
|---|---|
| Education: <input type="checkbox"/> | a) Associate or Bachelor’s degree in Behavioral Health, Social Work, Psychology, Human Services, or a related field |
| Experience: <input type="checkbox"/> | a) (2) Two or more years of experience in peer support, behavioral health, case management, or community-based services b) Experience supporting individuals with mental health and/or substance use recovery in a clinical or community setting |
| Certification/Licensure: <input type="checkbox"/> | a) Additional peer support endorsements or specialized training in recovery support, trauma-informed care, or crisis response |
| Other <input type="checkbox"/> | a) Knowledge of culturally responsive, trauma-informed, and recovery-oriented care practices |

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

| | |
|--------------------------|---|
| <input type="checkbox"/> | Knowledge of recovery-oriented, peer support principles and practices. |
| <input type="checkbox"/> | Knowledge of behavioral health conditions, including mental health and substance use. |
| <input type="checkbox"/> | Knowledge of culturally responsive practices for American Indian and Alaska Native communities. |
| <input type="checkbox"/> | Knowledge of community resources, social services, and care navigation processes. |
| <input type="checkbox"/> | Knowledge of team-based care coordination in outpatient and community-based settings. |
| <input type="checkbox"/> | Skills in building rapport, trust, and supportive peer relationships through lived experience. |
| <input type="checkbox"/> | Skills in motivational support, engagement, and empowerment of individuals in recovery. |
| <input type="checkbox"/> | Skills in communication, collaboration, and interdisciplinary teamwork. |
| <input type="checkbox"/> | Skills in documentation and electronic tracking systems. |
| <input type="checkbox"/> | Attributes of professionalism, reliability, and sound judgment. |
| <input type="checkbox"/> | Attributes of empathy, respect, and the ability to maintain appropriate boundaries. |
| <input type="checkbox"/> | Attributes of adaptability, initiative, and accountability. |
| <input type="checkbox"/> | Attributes of cultural humility, integrity, and commitment to UICSL’s mission. |



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

WORK ENVIRONMENT

The work environment for this position is primarily clinic-based and community-centered, with regular work conducted in community settings, program locations, and outreach environments. The role involves interaction with individuals, families, community members, and interdisciplinary team members. Work may occur in both indoor and community-based settings with varying conditions. Local travel between sites and participation in community-based activities is expected. The environment is collaborative, culturally grounded, and focused on supporting recovery and whole person wellness for American Indian and Alaska Native communities.

PHYSICAL DEMANDS

The physical demands for this position require the ability to stand, walk, sit, bend, and move for extended periods of time. Tasks may involve lifting, carrying, pushing, or pulling materials or supplies up to 25 pounds. This role requires the ability to speak clearly, listen attentively, and maintain visual awareness during individual and group interactions. Work may include movement between clinic and community locations. UICSL provides reasonable accommodations under the Americans with Disabilities Act (ADA) to support individuals in performing essential job functions.

MENTAL DEMANDS

The mental demands for this position include sustained attention, organization, and the ability to manage multiple responsibilities simultaneously. The role requires sound judgment, problem-solving skills, and the ability to adapt to changing situations. Effective communication, emotional awareness, and the ability to work with diverse populations in a professional and respectful manner are essential. The position requires focus, adaptability, and emotional resilience to support individuals in recovery within a team-based and culturally responsive environment.

***Disclaimer:** The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*

***Indian Preference Statement:** As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
 Salt Lake City, Utah 84115
 Phone: (801) 486-4877
 Fax: (801) 486-9943
 www.uicsl.org

When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statues mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).

| | | | |
|--------------------------|-------------------------------|---------------------|--|
| REVIEWED BY: | Eva Leyer, Human Resource | SIGNATURE: | DocuSigned by: <i>Eva Leyer</i> 19FD410CE6F6499... |
| APPROVED BY: | Matt Poss, Executive Director | SIGNATURE: | Signed by: <i>Matt Poss</i> 3340E8F87688455... |
| ESTABLISHED DATE: | 4/2026 | REVIEW DATE: | 4/2028 |

EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided with the content of the Certified Peer Support Specialist (CPSS) position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

| | | |
|--|----------------------------|--------------|
| Describe any accommodation(s) required to perform these functions: | | |
| Employee Name (Print) | Employee Signature: | Date: |