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|  | **Advocate House**  **P. O. Box 9083**  **Huntington, WV 25704-0083**  **Fax Number: (740) 451-0509**  **Website: www.advocatehouse.com**  **Email Address:** [**AdvocateHouse@yahoo.com**](mailto:AdvocateHouse@yahoo.com) |

Peer Recovery Support Specialist Contract

1. The PRSS must study and know the Advocate House Rules and Policies including the house structure. The PRSS is required to look back at them to answer any questions asked by the residents. Also, assign life lessons to residents when rules are broken.
2. The PRSS will be on time for their shift. If unable to work or will be late the PRSS must call the Administrative Assistant at (304) 691-0087 as soon as possible and if she doesn’t answer leave a message.
3. The PRSS must have good personal hygiene clean, clean/combed hair, and neatly groomed.
4. The PRSS must follow the Advocate House Rules for dress code and conduct.
5. The PRSS will not loan money to the residents or purchase anything for the residents.
6. The PRSS will not ask residents to loan them money or purchase anything for them.
7. There is no smoking inside of the house. Smoking is to be done in designated areas. This includes electronic devices.
8. The PRSS will be periodically drug tested and/or breathalyzed.
9. The PRSS must maintain their PRSS Certification through the State of West Virginia.
10. The PRSS must maintain their own sobriety by attending AA meetings, having an AA Sponsor, working AA’s 12 Steps, counseling, and Church.
11. The PRSS must supply their own phone and laptop. These items are needed to do their job.
12. The PRSS must reply to all calls or texts from other Staff within 15 minutes.
13. The PRSS cannot open or be involved with someone opening a treatment center, recovery house, etc. in any way within 1 year of termination of this contract.
14. The PRSS cannot be employed in any capacity with another treatment center, recovery house, etc. while employed at Advocate House.

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| PRSS’s Signature | Date |