



Certified Peer Support Workers (CPSW) Fellowship Program

1. CPSW Position Criteria

- a. Must submit a valid high school diploma, GED, or equivalent.
- b. Must submit two (2) letters of reference from individuals who attest to the applicant's recovery (excluding relatives). The letters must contain examples of a demonstrable recovery of three or more years.
- c. Must have a valid New Mexico ID and New Mexico home address.
- d. Must be 18 years of age or older.
- e. Must self-attest to three or more consecutive years of recovery.
- f. Must submit a narrative (between 150-200 words) detailing the nature of the applicant's recovery.
- g. Must have a valid phone number.
- h. Must not have any pending convictions or charges, nor a history of sexual/sexual related offenses. OPRE accepts applicants with convictions for CPSW training, except for sexual offenses. Additionally, each applicant must meet all HMS employment policies to pass a pre-employment background check and drug screen before hire. Offers of employment will not be made to applicants who do not pass the background check to the satisfaction of HMS or to applicants who test positive for drugs or alcohol as defined by HMS policies and procedures.
- i. The employment offer is contingent on a complete training application and OPRE training acceptance.
- j. Continued employment is contingent on completing the CPSW Fellowship program and passing the certification exam as outlined in the program.

2. Training Requirement and Employment Start Date

- a. The start date of employment would be based on the OPRE training dates and enrollment. Start a new pay cycle with the HMS Human Resource (HR) department one week before training. If the OPRE training dates do not align with the employment offer date, the candidate can start with HMS one month prior to the training and conduct the job shadowing prior to the training. Employment cannot begin earlier without the CEO approval.
 - i. Non-related CPSW training required is HR Day, Onboarding Day, eCW Training, and IT & Finance Onboarding.
- b. 2025 Training Dates:
 - i. June 23-27, 2025 – Two trainings for a total of up to 50 people. Registration Opens Monday, May 5th, 2025, at 8 am.
 - ii. August 18-22, 2025 – Two trainings for a total of up to 50 people. Registration Opens Monday, June 30th, 2025, at 8 am.
 - iii. November 17-21, 2025 – One training for a total of up to 25 people. Registration Opens September 29th, 2025, at 8 am.
 - iv. OPRE required training courses are free and are online/virtual. No travel is required.

3. Job Shadowing Requirement

- a. Complete 40 hours of shadowing in direct patient care through these three options. HMS prefers CPSW shadowing as the primary source, although he/she can utilize the other options based on available patient schedules.
 - i. Preferred – Shadow with a CPSW in direct patient care at HMS.
 - ii. Additional Option – Shadow with a Community Support Worker in the CCSS program in direct patient care at HMS or during fieldwork.
 - iii. Additional Option – Shadow a CareLink Care Coordinator in direct patient care at HMS or during fieldwork.
 - iv. Shadowing hours can begin before completing the training mentioned above in section 2. a.
 - v. The employee has up to four paid work weeks to complete the job shadowing requirement, depending on available patient schedules.
 - vi. Group shadowing is counted as 1.5 hours of documented shadow hours, and individual peer client appointment is counted as 1 hour.
 - vii. All shadow time must be logged and signed by the appropriate patient care provider. The shadow time log must be approved by the direct Supervisor.
 - viii. A supervising attestation form must be completed and approved by the Supervising staff member.

4. Certification Exam through New Mexico State University

- a. Pass the OPRE CPSW certification exam
 - i. The certification training can be completed online.
 - ii. OPRE offers the first two tests free of charge, and they can be taken within a few days of each other or longer. There is no specific timeframe that an applicant must wait before retaking the exam. Additionally, if the exam is not passed in the first two tries, an applicant can still retake the exam. The third time, the applicant must pay \$65 to test. The \$65 fee goes to the accreditation board and is not paid to OPRE. The minimum score required to pass is 75% to pass the exam.
 - iii. After the second failed attempt, HMS employment is terminated. After the second failed attempt, the applicant will have one week to pass the exam successfully. If the applicant does not pass the third time, they must take unpaid leave until they pass the exam, and they have 30 days to pass the certification before the applicant's HMS employment is terminated.

5. Supervision Period After Passing Certification

- a. Each intern will complete eCW Training follow-up after completing the internship program and certification.
- b. Each intern will complete one week of constant supervision, shadowing for all client visits.
- c. Each intern will complete eight weeks of Supervision oversight with eCW note review and clinical support. The Supervision can be extended if deemed necessary.

Employee Acknowledgement:

I have read and understand the CPSW Fellowship Program requirements and commitments. I acknowledge that while I am employed at Hidalgo Medical Services until I complete the program, this agreement in its entirety will apply to me. I agree to adhere to this agreement and understand that if I violate any aspect of it, I will be subject to disciplinary action up to and including termination.

I agree to work for HMS for a minimum of one year after completion of the program and obtaining the CPSW certification. If I terminate employment with HMS before completing a year of employment from the completion date, I agree to reimburse HMS for the internship program cost of \$2,500 prorated by months of employment. This is not applicable if the CPSW certification is not obtained.

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or dropped off or mailed to: 1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045 For more information call 575-247-6036