



JOB TITLE:	Peer Support Specialist	FLSA:	Non-Exempt
DEPARTMENT:	Center-wide	EFFECTIVE DATE:	12/2016
DIVISION:	Center-wide	LAST REVISED:	7/2017
GRADE:	14	JOB CODE	PS

GENERAL PURPOSE

This position develops and offers in-home, community and in-clinic peer support services, acting as role model and providing both direct and indirect support services to promote the recovery process.

SUPERVISION RECEIVED

Works under general supervision of a licensed mental health therapist.

ESSENTIAL FUNCTIONS

Provides safe, effective and efficient consumer-centered implementation of direct care in accordance with established policies, procedures and standards of care. Establishes, maintains and co-facilitates a therapeutic relationship with clients. Assists in establishing and maintaining a recovery-oriented program culture and therapeutic milieu.

Engages clients individually and in groups to instill hope, encourage personal responsibility for recovery, and facilitate the development of recovery goals, self-advocacy skills, natural supports, crisis plans and recovery plans. Models competency in recovery and ongoing coping skills, articulating points in his/her own recovery story that are relevant to the challenges faced by clients receiving services in the program. Observes, records and reports client behavior and progress as indicated.

Participates as a full team member and provides input via reporting observations, concerns and asking appropriate questions. Actively participates in multidisciplinary team meetings as necessary. Demonstrates knowledge of de-escalation techniques and Non-violent Crisis Intervention principles, using these concepts to assist in maintaining program safety. Assist consumers in developing skills to regulate emotions, including anger management and managing stress. Assists treatment team in monitoring symptoms and crisis prevention. Collaborates with the team to help clients learn about grievances procedures, mediating and assisting in resolving complaints.

Operates recording instruments and computer software program to capture, record and document client clinical notes; ensures accuracy of information for client status reports.

Participates in Crisis Intervention Training (CIT) for law enforcement agencies.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. High school diploma or GED;

AND

B. Successfully complete a Peer Support Training through the Utah Division of Substance Abuse and Mental Health (DSAMH); Self-identified individual who is in recovery from a mental health and/or substance use disorder; or parent of a child with a behavioral health disorder; or other

adult who has or has had an ongoing and personal relationship with an individual with a behavioral health disorder.

2. Required Knowledge, Skills, and Abilities:

Knowledge of proper use of equipment and supplies; ability to use good judgment; WMH allied agencies including clients, families and governmental agencies in all interaction and conduct; effective interpersonal working relationships with all members of the team.

Ability to maintain client confidentiality; take direction; demonstrate good rapport and cooperative relationship with all members of the team; respond to clients and coworkers with concerns and promote group morale; focus on assign tasks, seeking and implementing improvements as necessary; protect clients from behavior that could damage themselves or others; take universal precautions at all times; act in a professional manner, demonstrating respect and understanding of the community and neighborhood when representing WMH; complete and follow through with tasks and assignments, meeting expected deadlines; meet attendance guidelines; role model professional practice; dress appropriately and professionally, meet or exceed productivity standard set by the agency; confidently perform public speaking assignments.

3. Special Qualifications:

Must be at least 18 years of age as required by Medicaid to work with youth; must be at least 21 years of age to work with adults. Must be a Certified Peer Support Specialist (CPSS). Must possess a valid driver's license.

4. Work Environment:

Typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Periodic interaction with youth or adults in crisis requiring participation in de-escalation processes may occur causing stress or threat of physical injury. Periodic exposure to various bio-hazards including blood, blood borne pathogens, bed-bugs, fecal matter, etc. requiring preventative or treatment inoculation.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)