

The moment when change is possible

## **JOB DESCRIPTION**

<b>Job Title:</b>	Peer Support Specialist
<b>Range:</b>	C5
<b>Program:</b>	Coastline/Jackson Services/Momentum/Cadenza/Tempo/New Beginnings
<b>Supervisor:</b>	Peer Delivered Services Manager and/Peer Services Supervisor
<b>FLSA Status:</b>	Non-Exempt
<b>Degree of Supervision:</b>	Peer Delivered Services Manager/Peer Services Supervisor  Some Specified Programs Will Include Administrative Supervision with Program Manager  Specified programs - formal administrative supervision with program manager every two weeks.
<b>Positions supervised:</b>	None
<b>Primary Purpose:</b>	The Peer Support Specialist position may include assisting their peers in articulating their goals for recovery, learning and practicing new skills, helping to monitor their progress, assist in their treatment by modeling effective coping techniques and self-strategies based on the specialist's own recovery experience. Additionally, this position will assist in supporting and advocating to obtain effective services and in the services they are receiving.

**Education and Experience:**

This individual must have demonstrated knowledge of mental illnesses, recovery, community resources, support services and referral systems. The individual selected for this position must be a young adult that has been a previous consumer of mental health services within the last 10 years as the result of emotional challenges. The candidate must have documented or previous personal and significant experience with mental illness themselves. Must demonstrate evidence of having sustained significant recovery for extended period of time.

High school diploma or GED preferred.

**Minimum Qualifications:**

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current Therapeutic Crisis Intervention (TCI) Certification and demonstrate proficiency in TCI Certification procedures.
4. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification and Food Handlers Card.
5. Obtain and maintain National Provider Identifier (NPI) number and credentialing application process.
6. Obtain 40 hours Peer Delivered Services Training.
7. Register and maintain good standing as a Traditional Health Care Worker through the Office of Equity and Inclusion.

**Essential Duties, Responsibilities and Core competencies:**

- A. Establish rapport by demonstrating and maintaining clear, consistent, appropriate, and therapeutic boundaries.
- B. Demonstrate alignment with the philosophy of Collaborative Problem Solving (CPS) and ability/discipline to utilize Collaborative Problem Solving (CPS) communication approaches in interactions with youth and young adults, families, staff, and community partners.
- C. Concisely and thoroughly document daily clinical information. Provide timely accurate documentation to meet billing requirements. Must adhere to Oregon Administrator Rules (OAR) and standards of care.
- D. Demonstrate knowledge of mental illnesses, recovery, community resources, support services and referral systems.
- E. Demonstrate knowledge and experience applying principles of mental health peer support.
- F. Participate, coordinate or facilitate youth voice through a Youth Advisory Council or other venues to ensure youth/young adult voice at program/agency/community level.
- G. Assist with and/or participate on Youth Move Kairos when assigned.

- H. Participate on interviewing panels.
- I. Provide treatment and assist in stabilization of youth and young adults using a variety of evidence based methods including wraparound, strengths-based, and family-centered framework.
- J. Demonstrate knowledge of youth and young adults' development and group dynamics by adjusting therapeutic approaches to developmental level and group interactions.
- K. Maintain communication avenues with essential positions regarding client needs and treatment plans.
- L. Provide information as needed about peer counseling, support and consumer perspectives to new staff.
- M. Understand the concept of Trauma Informed Care.
- N. Consult with staff and treatment/wraparound teams regarding youth/young adult perspective.
- O. Partner with youth/young adults to cultivate goals and analyze progress toward vision and goals.
  
- P. Work with youth/young adult to ensure their voice is included in discharge planning and advocate to ensure support services and community resources are in place upon discharge.
- Q. Assists youth and young adults in crisis/emergency planning and interventions.
- R. Assist youth and young adult in accessing and scheduling appointments and obligations when applicable.
- S. Abide by ethical codes, mission, values, and professional standards, including confidentiality.
- T. Actively utilize, reference, and follow agency policies, procedures, and guidelines.
- U. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- V. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- W. Comply with all federal, state and agency health and safety reporting requirements.

**Other Duties:**

- A. Perform other related work as assigned.
- B. Attend trainings and meetings as assigned. May be appointed to committees.

**Attendance:**

- A. Maintain prompt and regular attendance in accordance with company policy.
- B. Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

**Physical Demands:** The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and

walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

**Working Conditions:** The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids. The staff may work in varied residential or community environments based on assigned caseload. The conditions of client homes and environment may vary.

**Hazardous Conditions:** Risk of verbal and physical threats and harm from clients. Possible exposure to air and Bloodborne Pathogens.

**Equipment Used:** May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

**Travel:** Travel is expected for required trainings.

**Other Responsibilities:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: \_\_\_\_\_ Date \_\_\_\_\_