

SAMPLE

Job Description

Job Title: Peer Support Specialist

Department:

Hours: *specify part-time, full-time, days/hours*

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Reports to: *Identify supervisor*

FLSA Status: Non-exempt

Salary Level:

Summary: As a member of the _____ Dept., contributes in a peer support capacity to facilitate recovery and enhance wellness. Serves as a role model for recovery, for staff and consumers. Helps consumers to develop self-help skills and build support networks. Fosters the use of needed services and helps consumers complete Wellness Recovery Action Plans (WRAP) in individual and group settings.

Job Relationships: Responsible to _____, interfaces with _____, and maintains a cooperative relationship with the members of all of these discipline areas.

Supervision: No supervisory duties are involved in this position.

Responsibilities:

Note: These are general possibilities. The agency should consider where and in what capacity the Peer Support Specialist's time should be spent, e.g., at intake, at discharge from inpatient care/entry into acute partial or IOP, assisting with psych rehab or case management, etc..

1. Goal Setting and Attainment

- Assist consumers with setting and attaining personal recovery goals.

2. General Support and Advocacy

- Work with agency staff to identify community supports and help consumers understand how to utilize these resources in the recovery process.
- Act as a peer support system to consumers recently discharged from inpatient or crisis services and to consumers in Acute Partial Hospital and IOP programs.
- Provide family members information on support resources available through groups and organizations in (name of county).
- Assist, when appropriate, family members and others to understand possible warning signs and triggers, appropriate supportive responses, wellness measures, and the overall recovery process.
- Provide outreach to consumers who miss scheduled sessions, appear to need support, or have been discharged from programs.
- Assist, when appropriate, family members and others to understand possible warning signs and triggers, appropriate supportive responses, wellness measures, and the overall recovery process.

3. Role Model

- Model coping techniques and self-help strategies.
- Reinforce the potential for recovery to consumers and others.

4. Recovery Tools

- Promote participation in WRAP planning among consumers.
- Help individual consumers complete WRAPs.
- Facilitate WRAP groups.

5. Administrative

- Complete all required documentation for every consumer encounter. Document group and other services on behalf of a specific patient in her/his chart as required.
- Complete all required activity and other reports.
- Meet at least weekly with supervisor.
- Attend required trainings, in-services, staff meetings and peer support coaching sessions and meetings.

6. Other

- Perform other tasks as assigned to support consumer recovery.

Education, Experience and Qualifications:

- Current or former recipient of mental health services in any setting and a willingness to acknowledge this experience to consumers and others, as appropriate.
- High school diploma or GED.
- Demonstrated proficiency in reading and writing.
- Two years experience in human services, including one year of mental health direct care experience or B A in relevant field, preferred.
- Commitment to consumer choice and empowerment.
- Ability to establish trusting relationships with peers.
- Ability to work independently and as part of a team; strong interpersonal relations and problem-solving skills.
- Successful completion of (name of county) CPS training program.
- Certification from the (name of county) CPS Program.
- Full compliance with regulatory and agency policies and procedures, including ensuring confidentiality of verbal and written consumer information.