

Job Description

Job Title: Peer support Specialist

Classification: Non-exempt, Part Time

Pay Range: \$14.00--\$19.00

Summary: Peer Support Specialist is responsible for providing direct peer-to-peer support and advocacy to individuals receiving rehabilitation services. Facilitates peer groups and delivers program services related to skill development in home, school, and in community based settings.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions.

1. Work with clients to help them develop identified life skills and accomplish goals outlined in a service plan. Work can be done one-on-one, in a group, or with the client's family.
2. Maintain clinically appropriate client records that meet agency standards.
3. Maintains confidentiality according to HIPAA regulations and procedures.
4. Meet performance expectations for time and billing standards.
5. Participate as appropriate in clinical consultations regarding client progress.
6. Demonstrate the ability to handle the position without continuous supervision.
7. Demonstrate the ability to function and communicate effectively in an interdisciplinary team approach to behavioral health.
8. Demonstrate proactive intervention skills in response to emotional/behavioral dysregulation.
9. Demonstrate a basic understanding of various behavioral health treatment approaches.
10. Function as role model demonstrating strength-based techniques in recovery including the following skill set: coping, social, problem solving, self-advocacy and empowerment skills.
11. Provide motivational interviewing, community living skills, social and emotional support to clients.
12. Meet with a Clinician for individual and/or group sessions to ensure on-going personal care, transference review and emotional well-being. Weekly/monthly?
13. Develop responsible and appropriate relationships with clients.

Competencies:

1. If not already certified as a State Peer Support Associate, must be able to complete the agency sponsored training during Orientation period.
2. Communications
3. Person-Centered Practices
4. Evaluation and Observation
5. Crisis Prevention and Intervention
6. Safety
7. Professionalism and Ethics
8. Empowerment and Advocacy
9. Health and Wellness
10. Community Living Skills and Supports
11. Community Inclusion and Networking
12. Cultural Competency
13. Education, Training and Self-Development

Supervisory Responsibility: This position has no supervisory responsibilities

Work Environment:

This position operates in a professional office environment, in the community, and in participant homes.

CONTINUATION: Peer Support Specialist

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee may on occasion be required to lift heavy objects. This position has mostly an inside work environment and occasional outside work with exposure to weather conditions. Occasionally may come in contact with blood borne pathogens.

Position Type and Expected Hours of Work:

This is a part-time position, and hours of work are based upon needs of the individual supported, that may include evenings and weekends.

Travel: No expected regular travel for this position.

Required Education and Experience:

1. Organizational skills and ability to meet time deadlines.
2. Excellent verbal and written communication skills.
3. Experience working independently and using good judgment in a variety of circumstances.
4. Experience with computer software that includes Windows and Microsoft Office.
5. Experience working with individuals and families from diverse backgrounds and cultures.
6. Competent to provide peer support services by virtue of having experienced behavioral health and/or substance abuse issues in self or family.
7. Willingness to share personal experiences.
8. Must pass a State of Alaska background check or be able to provide a State Approved Variance.

Preferred Education and Experience:

1. High School diploma or equivalent.
2. Bachelor's degree.
3. Alaska Peer Support Certification.
4. Have current driver's license and clean driving record.