

Job Description

Job Title: Peer Support Specialist

Department: Community Services

Grade: 40

Reports To: Program Manager

Classification: Non-exempt, Part Time

Summary: Peer Support Specialist is responsible for providing direct peer-to-peer support and advocacy to individuals participating in mental health services. Utilizing lived experience, 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. Engages clients and establishes trusting, collaborative relationships directed toward the goal of strength-based learning opportunities.
2. Promote a positive atmosphere based on mutual support, respect, consideration and dignity in an inclusive, drug and alcohol free environment using concepts of trauma informed care.
3. Maintain clinically appropriate client records that meet agency standards.
4. Maintain confidentiality according to HIPAA regulations and procedures.
5. Meet performance expectations for time and billing standards.
6. Participate in clinical consultations regarding client needs and communicate effectively in interdisciplinary team meetings.
7. Carry out responsibilities with a balanced approach of initiative, independence and supervision.
8. Provide 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 clinical supervisor to ensure on-going personal care, transference review and emotional well-being.
13. Develop responsible relationships with clients that include safe boundaries for self and client.

Competencies:

1. Communications
2. Person-Centered Practices
3. Evaluation and Observation
4. Crisis Prevention and Intervention
5. Safety
6. Professionalism and Ethics
7. Empowerment and Advocacy
8. Health and Wellness
9. Community Living Skills and Supports
10. Community Inclusion and Networking
11. Cultural Competency
12. Education, Training and Self-Development

Supervisory Responsibility: This position has no supervisory responsibilities

CONTINUATION: Peer Support Specialist

Work Environment:

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

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 client supported, that may include evenings and weekends.

Travel: Limited travel is expected for this position within the Homer service area.

Required Education and Experience:

1. Lived experience with mental health and/or substance abuse issues for self or family.
2. Organizational skills and ability to meet time deadlines.
3. Excellent verbal and written communication skills.
4. Experience working independently and using good judgment in a variety of circumstances.
5. Experience with computer software that includes Windows and Microsoft Office.
6. Experience working with individuals and families from diverse backgrounds and cultures.

Preferred Education and Experience:

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

Other Duties:

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