

Position Description for “Peer Specialist/Peer Mentor”

Approved Date:	01/13/2012	FLSA Status:	Non-Exempt
Revised Date:	03/21/17	Salary Grade:	15
Location:	Program	Typically Reports to:	Clinical Supervisor

Summary

A Peer Specialist has been a recipient of lived experience. Peer Specialists are fully integrated team members who provide highly individualized services in the community and promote consumer self-determination and decision-making. Peer Specialists are also peers to the consumers and they have the innate ability to build trust and relationships with consumers. The insight resulting from this relationship is extremely useful in encouraging continued consumer growth and recovery, as well as a valuable tool that can be brought to the treatment team in gaining insight for the treatment of each individual consumer.

Essential Duties/Responsibilities

- Carry out duties as a member of the team, under the direction of the team leader. Specific job responsibilities will vary depending on education and experience. Support the referred Participant in the recovery process by providing a wide range of activities to assist an individual in exercising control over their own life and recovery process, including but not limited to the following:
 - Support the development of wellness self-management skills;
 - Creation of recovery goals and WRAP (Wellness Recovery Action Plan) plan to include listing of activities to promote wellness and positive mental health, triggers/warning signs, supports, things to do when the Participant is not feeling well, and a plan of care to use as needed when the Participant is in crisis;
 - Support the implementation of the recovery plan and/or WRAP plan;
 - Encourage attendance at community based mutual support groups;
 - Support healthy interactions between Participant and their physician, psychiatrics, therapists by helping the Participant prepare for clinical visits;
 - Link the Participant to important community resources; and, Assist with necessary housing resources as needed.
 - Encourage Participants adherence to recovery, health and wellness plan;
 - Support the consumer in reaching out to connect with family and/or friend to build a support network.
 - Educate Participant on necessity and benefit of establishing a person recovery plan, primarily through identifying triggers, identifying action steps as well as identifying short, mid and long term goals that will assist in sustaining recovery and improving the Participants quality of life.
 - Advocate for participant’s needs and assisting them with self-advocacy and natural supports
 - Provide information and support and promoting socialization
 - Assist participants in regaining control of their lives and maintain community living skills
 - Coping skills, role modeling recovery
 - Sharing their own recovery story to build alliances that enhance the individual’s ability to function
 - Modeling mutuality in the relationship
 - Mentoring
- Other duties as assigned or necessary to support your department and/or the company.

Recovery Requirements

- Provide the best customer care possible.
- Identify and build upon the strenghts of consumers, coworkers, and the communities we serve.

- Support consumers' steps towards Recovery and Wellness.
- Create an organizational culture that respects and celebrates the diversity of our consumers.
- Value learning as an ongoing process that enables us to better service our consumers and establishes our leadership in the industry.
- Research and utilize our industry's best practices and analyze our own services to ensure the best possible outcomes.

Level of Supervision

Given

None

Received

Direct supervision from the Clinical Supervisor

Education/Licensing Requirements

Education/Experience

- Washington Certified Peer Specialist with at least two years' experience working as a peer.
- Maintain a counselor certification under 18.19 RCW, received within 90 days of employment
- Prior behavioral health experience preferred.
- Experience with the State Hospital System preferred.

Certificates, Licenses, Registrations

- Proof of: valid WA driver's license, valid auto insurance coverage, or the ability to travel via public transportation.

Knowledge, Skills and Experience

- Knowledge to encourage consumers to explore and regain strengths, skills, and/or talents that may be inherent in individual consumers and to become more social, through community events and outings, as well as within the program's internal activities program.
- Skills to provide essential expertise and consultation to the entire team to promote a culture in which each consumer's view and preferences are recognized, understood, respected, and integrated into treatment, rehabilitation, and community self-help activities.
- Should have community resource connections and experience working with others peers.
- Excellent organizational skills, interpersonal skills, computer skills and communication skills are a must.
- Ability to effectively prioritize and manage time.
- Lived experience of mental health recovery and the willingness to share his/her own experiences as appropriate.
- Confidence in his or her own wellness.
- Passion and enthusiasm for peer support and the belief that recovery is possible
- Ability to work flexible hours.
- Ability to meet timely documentation requirements.
- Ability to work in a cooperative and collaborative manner as a team member with Hospital staff, BHO staff, and program participants.
- Strong written and verbal communication skills.
- General office and computer experience.
- Ability and experience working with people from diverse cultures.
- Ability to form trusting and reciprocal relationships.

Physical Requirements

- While performing the duties of this job, the employee is frequently required to stand; walk and sit.
- May be required to lift up to 25 pounds.
- Requires significant use of computer, tablet, phone and/or general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone.
- Requires off-site travel as services are community-based for up to 80% of position responsibilities. Peer Bridger requires services within the hospital for 40-80% of the time.
- Will travel for meetings, training, etc. as needed.

Decision Making Responsibilities

- None; timely notification to manager of either emerging situations or those requiring follow-up attention.
- Exercise good judgment.

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ACKNOWLEDGEMENT STATEMENT FOR POSITION DESCRIPTION

By signing below, I acknowledge that I have received a copy of my position description and confirm that I understand and meet all requirements and expectations outlined in the description.

Employee Signature Date

Location Name

Print Name

Position Title

Supervisor Signature

Date

** I understand that the Company reserves the right to amend, interpret, modify, or change any portion of this job description at any time. This description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties and responsibilities at any time.*