

Sound Alternatives Behavioral Health Clinic
Job Description
Peer Support Specialist

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| Job Title: | Peer Support Specialist | Status: | Part-Time or Full Time |
| Supervisor: | Sound Alternatives Director of Community Programs | Pay Grade: | DOE |
| Department/Division: | Sound Alternatives | Classification: | Non-Exempt |

POSITION SUMMARY

The Sound Alternatives Peer Support Specialist applies personal experience of recovery and recovery services to support clients in recovery, health, skill development and success in the community. The Peer Support Specialist provides services that help clients gain access to needed medical, social, educational, and other services. The Peer Support Specialist, at the direction of the Directing Clinician may also provide education and skill development services as identified in the treatment plan. All job functions are carried out in a cooperative and professional manner encouraging a team spirit in and among departments.

ESSENTIAL RESPONSIBILITIES

- Work with clients to identify, develop, and access supports to increase his/her success in community integration and community inclusion
- Support and teach recovery and recovery tools and models personal responsibility, self-advocacy, and hopefulness
- Facilitate the participant's self-review of progress upon each encounter
- In partnership with each participant, assess their hopes, strengths, accomplishments and challenges in order to achieve his/her stated goals
- Assists in development, implementation and revision of individual treatment plans; assures that services provided are specified in the Treatment Plan and monitors progress toward treatment goals
- In partnership with each participant, supports their recovery plan and his/her support system in order to support him/her in becoming self-sufficient
- Support clients in the self-management of critical or crisis situations
- Support clients in coordinating with or in choosing his/her significant and relevant supports in order to arrange services or resources to achieve his/her goals
- Implement care/services that recognize age/diversity specific needs/issues of customers served.
- Assist the individual in preparation and recording of the peer support recovery plan, encounter notes, and other documents that verify service delivery using person-first language, in a timely manner according to established quality and regulatory standards
- Use one's own recovery experiences to encourage recovery in others
- Escort participants when necessary and ensures participants' safety when participating in events, visits, and other interactions
- Consults and cooperates with community systems to facilitate linkage, referral, crisis management, advocacy, and follow up with the focus on attaining treatment goals
- Maintain client and program records in accordance with applicable standards and regulations, grant requirements, etc.
- Maintains a high level of ethical conduct regarding confidentiality, dual-relationships, and professional stature
- Participate in continuing education activities, remaining knowledgeable in area(s) of expertise
- Administrative: Participate in weekly supervision and in team review of documentation of the comprehensive assessment of participants in various life domains

- Administrative: Create weekly schedule that meets existing program productivity standards and supervision
- Participate in staff meetings and trainings
- Consults and cooperates with community systems to facilitate linkage, referral, crisis management, advocacy, and follow up with the focus on attaining treatment goals
- Follow Sound Alternatives policies and procedures as outlined in Sound Alternatives clinical policies and procedures manual.
- Other duties as assigned.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: High School Diploma or GED equivalent

EXPERIENCE: 2 years of recovery from Substance Use or Mental Health concerns

REQUIREMENTS: **Ability to complete State approved Peer Support Specialist Certification within three years of hire.** Ability to communicate verbally and understand the English language. Ability to deal with a specialized population. Ability to read and write. Ability to accomplish detailed work. Must possess reasoning ability and problem solving skills. Ability to drive a motorized vehicle. Ability to bend and stretch. Ability to speak and hear. Ability to perform limited physical activity while conducting programs.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
 Ability to Pass a DHSS Criminal History Check and Drug Test.
 Must be current in immunizations

BENEFITS

Full-time employees are eligible for medical, dental, PERS, Life Insurance, and PTO after successful completion of the Introductory Period.

Part-time employees are eligible for medical, dental, PERS and PTO after successful completion of the introductory period. PERS for part-time employees is dependent upon the number of hours worked in a week's time (minimum requirement by the State of Alaska is 15 hours per week).

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Peer Support Specialist

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Supervisor Signature

Date

Print Name