



POSITION AVAILABLE
(Starting Salary: \$12.73 - \$14.00/hour DOE)

POSITION TITLE: Peer Support Specialist

FLSA STATUS: Non-Exempt

REPORTS TO: Community Support Services (CSS) Supervisor

JOB PURPOSE: Provides supportive and educational activities that promote daily living skill development, socialization, recovery, self-advocacy, development of natural supports, post-crisis supports, and enhancement of community living skills. These activities are provided individually or in group settings. Many services are delivered in community-based settings away from mental health center sites. Services are provided by people who are recovering from a mental illness themselves.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as a role model and assists in developing independent living skills.
- Participates in operation of Horizon Center, providing support to individuals with severe and persistent mental illness.
- Assists with implementation of specific treatment plan goals.
- Provides outreach and support for clients in community locations including client homes.
- Provides coaching in a variety of areas designed to help the client attain and maintain the highest level of independence, even during periods of instability. These activities may include, but are not limited to, problem-solving, companionship, transportation, and medication prompting.
- Assists with intensive supported living services, including but not limited to, daily goal-setting, assistance with meal planning and preparation, assistance with housekeeping, and assistance with maintaining healthy integration into the neighborhood and community at large.
- Develops and utilizes community and natural supports.
- Assists with developing and maintaining personal relationships.

- Teaches skills such as problem solving, goal-setting, social skills, money management, symptom management, and access to community resources to promote empowerment and responsibility.
- Writes progress notes to document client progress relative to goals identified in the Individualized Services Plan.
- Maintains high standards of professional conduct in interaction with clients, staff, and other community members.
- Provides Peer Support Services to both enrolled and non-enrolled client in the jail setting under the BHO Jail Services Contract.
- Works in conjunction with the Jail Services Case Manager.
- Assists with training and overseeing the rest of the Peer team, under the supervision of the CSS Supervisor.
- Maintains familiarity with and handles client information in accordance with Federal Regulations (42 CFR, Part 2), the Revised Code of Washington (RCW 71.05.390 and RCW 71.24), and other applicable laws pertaining to confidentiality of client and staff information.
- Maintains physical security of confidential materials and assigned Agency property.
- Attends Performance Improvement Meetings on a regularly scheduled basis.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs relevant clinical and administrative tasks according to agency policies.
- Demonstrates proficiency in utilization of the Agency's electronic medical records system.
- Participates in team meetings and program development.
- Attends and participates in Performance Improvement Meetings on a regularly scheduled basis.
- Provides information and education to community members.
- Maintains high standards of professional conduct in interaction with clients, staff, and other community members.
- Maintains professional competency through a program of professional development and in-service training.
- Demonstrates flexibility in adapting to changing work demands.
- Performs other duties as assigned or requested.

PERFORMANCE EXPECTATIONS:

- Maintains accurate, timely chart information in compliance with BHO, State, funding source, and agency quality assurance guidelines.
- Meets Agency productivity expectations of 50% on a consistent basis.
- Meets Agency expectations of documentation of services.
- Meets all contract obligations.
- Coordinates and prioritizes work assignments so that tasks are completed on time and in a quality manner.

REQUIRED EDUCATION, LICENSE(S), CERTIFICATION, AND EXPERIENCE:

Education: Minimum High School Diploma/GED.

Licensure: Agency Affiliated Counselor Registration and must complete training for certification as a Peer Counselor within 12 months of hire date.

Experience: Must be a person who has direct experience receiving services for a mental illness.

Other: Must possess and maintain a valid driver's license and an acceptable motor vehicle report and reliable, insured transportation.

PREFERRED ADDITIONAL CREDENTIALS/EXPERIENCE:

Experience: Experience as a Peer Support Specialist

KNOWLEDGE, SKILLS, AND ABILITIES:

Essential:

- Able to identify client capabilities regarding education, work, and leisure activities.
- Able to identify individual coping strategies and supports.
- Able to elicit client choices.
- Able to use sound judgments in intervention, support services and problem solving.
- Able to manage crisis effectively to ensure safety.
- Able to use sound judgment in intervention, support services, and problem solving.
- Able and willing to work independently and as a team member.

Preferred:

- Able to help clients transition from clinical services to natural supports.
- Able to demonstrate knowledge and understanding of the role of work in recovery.
- Able to advocate effectively with community partners.
- Basic knowledge of psychotropic medications and their possible side effects.
- Able to assist clients with development of recovery values and principles.

NATURE AND SCOPE:

Physical Demands:

- Able to help clients transition from clinical services to natural supports.
- Able to demonstrate knowledge and understanding of the role of work in recovery.
- Able to advocate effectively with community partners.
- Basic knowledge of psychotropic medications and their possible side effects.
- Able to assist clients with development of recovery values and principles.

Cognitive Skills:

- Able to eliciting the client's history of satisfaction and dissatisfaction with services, including medications.
- Able to assist clients with improving family communication and involvement in treatment when possible and appropriate.
- Ability to assess the client's understanding of his or her illness, medications, and other treatment.
- Good verbal and written communication skills.

Working Environment:

- May be exposed to infections and contagious diseases.
- Occasionally exposed to patients exhibiting assaultive behaviors.
- Works in both office and community based settings including client homes.

Working Demands:

- Frequent pressure due to schedule demands.
- Contact with patients under a wide variety of circumstances.
- Subject to varying and unpredictable situations.
- Handles emergency or crisis situations.
- Subject to irregular work hours.

Principal Challenges:

- Adopts an approach guided by service recipients needs and desires.
- Able to foster and support self-advocacy.
- Manages personal stress so that on the job activities are not negatively impacted.

Closing Date

- Open until filled

To apply, forward resume and cover letter to:

Amanda Hill, Human Resources Specialist
Peninsula Behavioral Health
118 E. 8th Street
Port Angeles, WA 98362

Or,

employment@peninsulabehavioral.org

or apply at www.peninsulabehavioral.org

(Equal Opportunity Employer)

NOTICE

The above job announcement is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Job requirements may be subject to possible modification to reasonably accommodate individuals with disabilities.