

MONTCALM CARE NETWORK

Peer Support Specialist

Pay Grade: 4 (no certification), 5 (certified)

Status: Hourly, Non-Exempt

I have read my job description
and understand the essential
functions.

Name: _____

Date: _____

General Summary

Under the supervision of the designated program manager or team leader. Peer Support Specialists function throughout the agency are to provide a variety of recovery oriented functions to consumers in a multitude of agency programs. Services provided include peer or parent-to-parent mentorship, skills training, assists with care management, advocacy, benefit enrollment, and wellness promotion. Populations served include persons with severe persistent mental illness, serious emotional disturbances, and developmental disabilities and their families. Peers promote mental health recovery, wellness, and full participation within the community for consumers in a manner where practice is trauma informed, co-occurring capable, person/family centered and integrated with other health care providers.

Essential Functions

1. Under the direction of the primary clinical staff, assists with the development of person/family centered plans, wellness and crisis plans, and mental health advance directives for assigned consumers by addressing individual goals.
2. Facilitates person/family centered-planning meetings as an alternative to the primary clinician at the request of consumers.
3. Assists with implementation of the person/family centered plans of service as assigned and as required.
4. Assists with the brokering of, or linking to, services in the area of employment, housing, legal concerns, clothing, medical/psychological care, social security, utilities, education, transportation, community recreation and other community resources for consumers.
5. Provides support for consumers/families seeking education, training, employment, independent living and other community inclusion activities.
6. Provide orientation to various community mental health services and processes.
7. Provides skills training related to symptom management, development of coping mechanism, promotion of interpersonal effectiveness, social interactions, community activities, activities of daily living, budgeting, promoting health, wellness, independence, and/or parenting skills.

8. Participates in designated team meetings to coordinate treatment.
9. Assists consumers in application processes for benefits including Patient Assistance Programs, Medicaid, Family Support Subsidy, and Social Security.
10. Facilitates peer run groups focused on wellness, recovery, skill development, and/or family related topics.
11. Coordinates and cooperates with all involved agency personnel, natural supports, and other community providers as defined by the established person centered plan
12. Maintains complete and detailed case records consistent with Department of Community Health, Medicaid, other third party funding sources and agency requirements.
13. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Department of Community Health and the Montcalm Care Network's policies and procedures.
14. Complies with recipient rights requirements established by the Mental Health Code and procedures of the Montcalm Care Network's Board.
15. Provides transportation to consumers/families as necessary to meet service goals and as assigned.
16. Communicates with consumers, families, and other groups about recovery, wellness, inclusion, consumer empowerment and advocacy, self determination, community resources and entitlements, mental health and mental health services, anti-stigma and other topics as appropriate or as requested.
17. Must participate in a minimum of 8 hours (PT) or 16 hours (FT) of training related to the population served.
18. This position will be knowledgeable about and actively supports: 1) culturally competent recovery based practices; 2) person centered planning as a shared decision making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals; and, 3) a trauma informed culture of safety to aid consumers in the recovery process.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education and training: Possession of a High School Diploma. Specialized training in peer supports, recovery, self-determination and independent facilitation is preferred

Experience: A background of at least one year of experience in a mental health setting as a recipient of public mental health services.

Other Requirements: Must be supervised by a qualified mental health professional who is a care specialist. Must complete peer support training through MCN and be deemed a Certified Peer Support Specialist within 1 year of employment.

Must pass/meet minimum competency expectations for this position.

Possession of a valid State of Michigan chauffeur's license (CDL)

Specific programs may have additional training requirements.

ACT Peers require ACT 101 and yearly ACT training

Wellness Peers require non-smoker and Personal Trainer Certification

Home Based/Children's CM Peers require 24 hours of Children's Training

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to operate an automobile.
- Walks over uneven terrain and climbs stairs to access clients at various locations throughout the area.
- Bends and stoops to access files to place and retrieve documents.
- Ability to enter and retrieve data in a computer.
- Bends, stoops, runs, walks, and reaches to demonstrate and participate in various activities such as aerobic exercises, softball, basketball, and swimming.

Working Conditions: Stressful conditions are regularly encountered. These include interactions with mental health consumers and with citizens, community representatives, staff and coworkers who are experiencing or dealing with crisis situations. It also includes rapidly altering work assignments and a variety of work locations in the community including private residences and other uncontrolled environments. Work hours and schedules may vary and may include overtime, and evening, weekend and holiday hours on-call or other hours that are outside of regular work hours.

Competency Checklist Non-Degreed Staff

Position: Peer Support Specialist

Populations Served

SMI DD Children/Adolescence Geriatric SUD Integrated Health

Competency	N/A	Met	*Developing
Knowledge of typical growth and development			
Ability to facilitated person/family centered planning			
Knowledge/skills in crisis de-escalation			
Skills in management/intervention of aggressive, self- harm, suicidal behaviors			
Knowledge of trauma and impact on behaviors and functioning			
Basic knowledge of psychotropic medication and risk factors			
Knowledge of co-occurring substance use disorders			
Knowledge of the principles of Gentle Teaching			
Knowledge of chronic health conditions inter-relationship with mental health disorders			
Knowledge of principles of recovery			
Knows the principles of behaviorism			
Knowledge of motivational strategies in working with persons with chronic conditions			
Ability to teach coping, self-regulations, self-management, and parenting skills as population appropriate			
Ability to communicate wellness information to individuals and groups			
Knowledge of community resources			
Skill set in care management and coordination with community providers			
Possess communication skills or options for nonverbal individuals or those with limited English proficiency**			
Understanding of Cultural Competence Standards and Person centered principals and requirements**			
Knowledge of Mental Health Code			
Knowledge of Recipient Rights**			
Infection Control**			
Fire safety, security and disaster response**			
Knowledge in use of electronic health records and confidential management of health information, HIPPA**			

**Requires completion of agency or Essential Learning training

*Developing competencies are addressed in the Staff Development Plan