**BestCare Treatment Services**

**Position Description**

**Title:** Mental Health Peer Support Specialist

**Program:** Outpatient Mental Health

**Program Location:** Madras Mental Health

**Employment Status:** Full Time Regular

**FLSA Classification:** Non-Exempt (Hourly)

**Effective Date:** November 2017

**General Duties:** The Peer Support Specialist will provide support to high-intensity outpatient mental health clients who are engaged in mental health services at BestCare–Madras to include clients discharging from subacute/residential mental health treatment or psychiatric hospitalization, clients with serious mental health issues, and those with higher risk with self-harm and suicidality. Clients referred to the MH Peer Support Specialist will be assigned by the program director and mental health treatment team. MH Peer Support Specialists provide support to clients who are attempting to engage in recovery from mental illness.

**Job Relationships:**

* Reports to: Madras Outpatient Program Director; MH Clinical Supervisor-Adult Services
* Employees Supervised: None

**Language:** Bi-Lingual Spanish/English preferred but not required.

**Duties:**

MH Peer Support Specialist duties will largely consist of the following (not be limited to):

* Direct interactions with clients who are assigned to peer support services.
* Telephone contacts, which include talking with clients who need support and are struggling and may be prone toward self-harm/suicidality or prone to making bad decisions. Also, doing reminder calls to clients who are scheduled for assessments, groups, individual sessions, medication management appointments, and other BestCare services.
* Transportation: taking clients to some appointments, when appropriate, if approved by supervisor. Transporting clients to/from acute care or mental health residential treatment to outpatient services at BestCare. Transporting clients to other agencies when they need assistance with accessing benefits (i.e. Social Security Office-Bend, DHS-Aging & Persons w/Disabilities, etc.). Occasionally transport client to appointment related to Supported Employment services.
* Helping monitor clients who are in residential/higher levels of mental health care to stay connected to them and ensure that they remain connected to Madras outpatient mental health services.
* Referrals to various services, when appropriate (i.e. Food Bank, LINC, primary care/medical services, community college, parenting, etc.).
* Case management services, including documentation.
* Helping clinicians in groups at the office, jail, etc. Providing back-up in groups and other treatment activities.
* Helping clients develop and connect to community-based pro-social or wellness-oriented recovery activities.
* Other duties as assigned.

Peer Support Specialists will work closely with their Supervisor(s) to design and implement education, referral, and parent components of the program. The Peer Support Specialist will be responsible for helping to facilitate classes and support groups along with group activities to insure that they are sufficiently supervised and run smoothly. They will maintain a personal recovery program, if appropriate, as well as model recovery-appropriate behavior.

**Minimum Requirements:**

1. Education: High School diploma or equivalent.
2. Have a current certification for Intentional Peer Support (IPS) issued by an entity approved by the state licensing body. New Hires that do not hold a current certification must make an application within the first six months of employment (or sooner). If the employee does not have this certification, she/he will be referred to IPS training by BestCare and must attend/complete the training and obtain IPS certification at the soonest possible opportunity.
3. Familiarity with mental illness and substance abusing population as well as and people with disabilities.
4. If in recovery from mental illness and/or substance abuse, must be able to demonstrate continuous sobriety under non-residential, independent living conditions for the immediate past two years.
5. Valid Driver’s license and appropriate auto insurance.

**Skills & Abilities:**

1. Knowledge of mental illness and alcohol/drug addiction; community resources and recovery programs.
2. Communicate clearly, concisely and effectively orally and in writing
3. Maintain documentation in the EMR/Electronic Medical Record program.
4. Work well with clients, co-workers, and community partners of diverse backgrounds.
5. Work independently and as a team member. Must have the ability to get along with co-workers.
6. Ability to function in crisis situations.
7. Able to work with the treatment team to maintain a healthy treatment milieu.

**Additional Duties:**

1. Participate and provide peer support specialist services to clients involved with mental health and/or substance abuse treatment services at BestCare Treatment Services.

2. Methods for peer support services:

1. telephone contact with clients
2. provide client transportation
3. provide peer support and recovery coaching for clients during activities
4. home visits under a limited basis
5. assist with sober housing and mental health housing as needed.

2. Assist prep and clean-up for treatment groups.

3. Provide individual, couples and family support

4. Attend program and all staff meetings as well as supervision meetings.

5. Maintain case notes of client contact.

6. Complete attendance sheets, required report forms, and report client participation to Supervisor.

7. Any additional duties as assigned by the Program Director or Supervisor

**Physical Demands:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific visions abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to dress in a professional manner that meets the standards for professional employees in Deschutes County

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

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Employee Signature/Date Supervisor Signature/Date