**BestCare Treatment Services**

**Position Description**

**Title:** Youth Peer Support Specialist

**Program:** Wrap-Around and YAT Programs

**Employment Status:** Full Time Regular (1.0 FTE)

**Supervisor:** Clinical Supervisor andProgram Director

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

**Effective Date:** February 2023

**Job Summary**

The Peer Support Specialist plays a key role on the treatment team in providing support to youth clients to achieve their treatment plan goals, and assisting them with accessing resources, skill-building and learning strategies to overcome barriers.

**Essential Functions**

1. Directly interacts with clients assigned to the program to act as a role model, inspire hope, and share life experiences as appropriate to the recovery process;
2. Shows compassion and is effective in engaging clients in mental health treatment services wherever possible
3. Makes telephone contacts, which include talking with clients who need support and are struggling, may be prone toward self-harm/suicidality, or prone to making bad decisions;
4. Participates in Wraparound meetings as a support for the youth;
5. Identifies youths’ abilities, strengths and assets and assists them to recognize and use them;
6. Identifies barriers to full participation and focuses on strategies to overcome them;
7. Provides support to clients in achieving their treatment plan goals and objectives;
8. Makes referrals to various services, when appropriate (i.e. Food Bank, LINC, primary care/medical services, community college, parenting, etc.);
9. Helps clients develop and connect to community-based pro-social or wellness-oriented recovery activities;
10. Case management services, as needed;
11. Attends program and all staff meetings as well as supervision meetings;
12. Maintains accurate clinical documentation using EHR (Electronic Health Records) system within agency-stated timelines;
13. Provides community outreach to youth as outlined in YAT program guidelines;
14. Builds working relationship with School Districts, to recruit students;
15. Participates in training (agency, state, regional, etc.) that will assist the employee in their position;
16. Occasional evening hours may be needed;
17. Other duties as assigned by Supervisor or Program Director.

**Qualifications**

**Education, Certification, and Licensure**

* High School diploma or equivalent; Associate’s degree a plus;
* Must meet the Oregon Administrative Rules definition of a peer: “Any individual who has similar life experience, either as a current or former recipient of addictions or mental health services, or as a family member of an individual who is a current or former recipient of addictions or mental health services”
* Must hold a Peer Support Specialist certification from a State-approved training program that do not hold a current certification must make an application within the first six months of employment (or sooner)
* Must have a current, valid Oregon Driver License and qualify for coverage under the organization’s auto liability coverage

**Experience**

* Familiarity working with diverse communities and youth required
* Lived experience and understanding of the unique difficulties of those who are transient or experiencing homelessness is preferred, but not required.
* If self-identified as being someone in recovery, must be in continuous recovery from substance use dependence and have a minimum of 1 year in recovery (*temporarily reduced from 2 years to 1 year*)

**Knowledge, Skills and Abilities**

* Knowledge of alcohol and drug addiction and detoxification, mental health, and community resources and recovery programs
* Ability to communicate clearly, concisely and effectively, both orally and in writing
* Must have reliable transportation to travel to trainings, workshops, and conferences
* Ability to maintain confidentiality as required by HIPAA, 42 CFR Part 2, and BestCare’s policies and procedures
* Ability to work with
* Proficiency with MS Office 365 (Word, Excel, Outlook), internet, databases and virtual meeting platforms
* Must be reliable and bring high energy, enthusiasm, and ability to relate with youth to the role
* Ability to maintain documentation in the EMR/Electronic Medical Records program
* Ability to work well with clients, co-workers, and community partners of diverse backgrounds and culture
* Ability to work independently and as a positive, collaborative team member. Must have the ability to get along with co-workers
* Ability to function effectively and use good judgment in crisis situations
* Bilingual in Spanish/English preferred

**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 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.

**Tools and Equipment Used:**

Must be able to operate usual office equipment such as laptop/computer, telephone, fax/scan/copy machine.

**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 Central Oregon.

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.

Employee Signature / Date Supervisor Signature / Date