

**ST. CHARLES YOUTH AND FAMILY SERVICES
POSITION DESCRIPTION**

Job Title: Certified Peer Specialist	Obj/Job Code:	OSHA 2
Department: Project Oh-Yeah /Owen's Place	Salary Grade	Org Date: 5/2013
Immediate Supervisor: Vice President/BHD Liaison	Supervises N/A	Reviewed: 5/2013
Division: Community Programs	FLSA: Non -Exempt	

GENERAL SUMMARY:

Certified Peer Specialists will use their own recovery to assist, engage and encourage service recipients. The peer specialist will help support recipients with a sense of belonging through a supportive relationship that encourages them to address their own mental health while helping facilitate self-direction and self-worth. A certified Peer specialist works as an equal with the service recipient to empower and motivate each recipient through his or her own personal recovery. The Peer Specialist will provide life experiences that help develop the recipient's leadership, confidence and abilities to better one's own future. The Peer Specialist will assist in future plan implementation as well as helping motivate recipients to take ownership of their lives and mental health.

Essential Functions:

- Identify as a person in mental health recovery and intentionally share own story to assist recipient with his or her own recovery.
- Establish healing relationships with service recipients that are trauma free.
- Assist recipients with creating their own individualized well-being plan, designed to identify mental health concerns that need to be addressed.
- Provide an individualized, person centered planning approach.
- Help facilitate recipient through transitional challenges, which may include learning, living, working, belonging, healing and safety.
- Establish a professional relationship with service recipient.
- Provide information, support and understanding to encourage recipient.
- Help recipient problem solve, make better decisions and set goals to assist in mental health recovery.
- Actively listen to recipients personal story in order to help identify triggers.
- Complete documentation as necessary and report to supervisor as necessary.
- Use own personal recovery to assist and motivate recipient.
- Work in best interest of those serving while understanding confidentiality and reporting requirements.
- Provide an environment of recovery, wellness and hope.

- Identify supportive services and planning that aids in service recipients mental health recovery.
- Complete minimum of 20 hours of continued training a year.
- Maintain confidentiality of service recipient information
- Abide by the guiding beliefs as outlined in the SCYF policy and procedures manual
- Meet all assigned deadlines.
- Establish appropriate boundaries with clients.
- Communicate effectively using verbal and written communication skills.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High school diploma or equivalent. Associate Degree preferred.
- At least 18 years of age.
- Certified as a state of Wisconsin Peer Specialist, which includes completion of the NAPS training for Peer Specialists.
- Ability to communicate effectively and problem solve with peers.
- Follow the certified Peer Specialist code of conduct and demonstrate cultural competency within the workplace.
- Ability to prepare written documentation in a clear and concise manner.
- Timeliness and flexibility in performing essential functions of position.
- Ability to learn and utilize community resources.
- Ability to acknowledge diverse cultures and display cultural competence by responding respectfully and effectively to people of all cultures, languages, classes, races, ethnic backgrounds, religions and other diversity factors in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each.

WORKING CONDITIONS

- Normal office setting.
- Occasional In-Home /Community settings during service recipient visits.
- Community based activities involving outdoors activities and/or public areas.
- Ability to lift up to 35 pounds

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this position.

Employee Name (Printed): _____

Employee Signature _____ Date: _____

Supervisor's Signature or
Human Resources Representative _____ Date: _____