

Job Title: PEER SPECIALIST	Exempt <u> X </u> Non-Exempt <u> </u>
Supervisor: Director of Intensive Services	Date Prepared:
Department/Team: 2000	

Position Purpose:

Under the supervision of the Director of Intensive Services and the support of the Senior Case Manager of the Intensive Services Network, the Peer Specialist provides assistance with case management and outreach efforts to consumers diagnosed with severe/persistent mental illness. Other job functions include peer mentoring, community integration, independent living skills training, self-help/recovery group facilitation, social/recreational activities and providing support to consumers as identified by Network clinical staff. To provide information, education, liaison, and transition services to various networks within [redacted] and with federal, state, and community based agencies and resources.

Education, Knowledge, Skills & Experience Required:

High School Education or GED
Case Manager Aide Training Preferred but not Required
Personal History as Consumer of Services
Current Colorado Drivers License and DMV Background Clearance

Essential Duties:

- Provide mentoring, coaching and self-help to identified consumers in 1:1 and/or group modality
- Facilitate groups/classes at Cedar, Residential Programs, ACFs, and Nursing Homes as assigned
- Coordinate the community integration/ADL skill building opportunities (BOEC, camping, fishing, outings, etc.)
- Submit 90% of all SRFs/Progress-to-Date forms within 3 working days (team specific)
- Provide direct care to assigned caseload (individual, group, self-help)
- Ensure that fee collections meet the team goal as determined by Network Director
- Meet required number of consumer service hours (CSH) as determined by Network Director
- Engage consumer and family in the treatment process and goal setting
- Identify risk factors including lethality and coordinate appropriate and timely intervention with Clinical Staff
- Work constructively with consumer to reach agreed upon outcome, and coordinate care with internal and external providers
- Maintain appropriate professional standards and provide appropriate follow-up for consumers
- Exhibit enthusiasm, courtesy, adaptability, flexibility, and spirit of cooperation in the work environment
- Demonstrate cultural competency/skills in working with diverse and varied caseload

- Maintain effective interpersonal relations with consumers, peers, subordinates, upper management, visitors and the general public
 - Effectively respond to client/consumer needs and problems, initiate and maintain positive interactions
 - Timely response to phone calls, pages, email and others requests
 - Work cooperatively with other community agencies, as appropriate, and in agreement with supervisor
 - Volunteer to work on Center committees and/or task forces.
 - Provide case management assistant services including monitoring, follow-up, and crisis management for consumers. Services can be office based, community based, or in the consumer's home
 - Make appropriate referrals to and act as liaison with community agencies, service providers, and natural support systems such as neighborhood networks, churches, police and probation officials, social services, etc.
 - Provide assistance in developing community-based resources for social, vocational, and leisure skills
 - Maintain communication and links with other ■ programs e.g. Access, Inpatient, Innet, Outpatient, Older Adult, and Adolescent programs.
 - Resource acquisition including, but not limited to ; assisting consumers with application for benefits and entitlements in collaboration with Navigation/Benefits Team -Assist consumers with basic needs such as housing, food, clothing, medical and dental care, legal, vocational, and psychiatric services.
 - Participate in team meetings, clinical staffings, and clinical consultation as scheduled
 - Participate in training (CIT; NAMI-■; Foundation; Board; etc) as assigned
 - Represent the Center in public speaking engagements as requested and deemed appropriate (Foundation; Board; Legislative; etc.)
 - Provide self-help recovery services (WRAP; S/A; DRA; Pathways to Recovery)
 - Participate in EBPs (IDDT, DBT) as assigned
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- Attend mandatory in-service, compliance with individualized training plan if required.
 - Participate in supervision by coming prepared with an agenda. Report high risk/problem cases, and utilize a problem solving approach as well as feedback.
 - Attend supervision at times and intervals agreed upon with supervisor.

Note: Employees are held accountable for all duties of this job. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.