TARGETED CASE MANAGEMENT PROGRAMS

CERTIFIED PEER SPECIALIST (CPS)

Job Description

Service Description: Certified Peer Specialists (CPS) are seen as integral adjuncts within the Targeted Case Management and Crisis Case Management teams. The Peer Specialist will utilize their personal recovery experience as a tool in providing support to consumers in crisis, or potential crisis. The Peer Specialist will work directly with respective Case Managers in delivering state of the art clinical and supportive services as dictated by the Department of Health and Family Services (HFS) Chapter 34. Peer Specialists are expected to integrate skills, concepts and recovery models that are in line with the Certified Peer Specialist training curriculum. As stated in the Wisconsin Peer Specialist Employer Guide, “the role of the CPS is varied and can take on several forms of support and assistance.”

Lines of Authority: The Certified Peer Specialist is directly responsible to the Coordinator of Case Management programs or designee and ultimately to the agency Executive Director who reserves the right to make amendments to the Job Description.

Qualifications/Skills/Abilities:

1) The Certified Peer Specialist must complete approved training and pass the certification examination.
2) The Certified Peer Specialist is required to complete continuing education hours (CEH) based upon the program’s core competencies in order to maintain his/her certification.
3) The Certified Peer Specialist is required to abide by the Certified Peer Specialist Code of Conduct.
4) The Certified Peer Specialist, if applicable, must complete all requisite training in accordance with HFS 34 for providing emergency mental health services.
5) The Certified Peer Specialist will be capable of providing Targeted Case Management Standards of Practice.

Responsibilities:

1) The Certified Peer Specialist will use the TCM or Crisis Case Management process when planning for, obtaining and evaluating services for the consumer.
2) The Certified Peer Specialist, if applicable, will follow the TCM Recovery Plan, Crisis Response Plan and/or Crisis Plan when delivering services to the consumer or relevant collaterals.
3) The Certified Peer Specialist will provide direct and indirect clinical and supportive services to consumers in the community in an effort to minimize risk and decrease the likelihood of an escalating crisis (Wellness Recovery Action Plans, Peer Support, Culturally Sensitive, Person Centered, Trauma Informed, Co-Occurring Competent, Symptom Management, Medication Management, Stress Management, Education, Resource Awareness, Recovery Oriented, Service Access, etc).

4) The Certified Peer Specialist will complete all required records as dictated by agency protocols and in alliance with relevant stakeholder expectations and requirements.

5) The Certified Peer Specialist will promote agency philosophy within the community.

I have read and understand the job description of Certified Peer Specialist within Case Management ProgramS on ________________ and accept responsibility for carrying out its contents. I am aware this job description may evolve as the needs of the consumer and the agency dictate.

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Employee Signature

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Supervisor Signature