OUTREACH COMMUNITY HEALTH CENTER
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JOB DESCRIPTION

Title: Certified Peer Specialist - TCM  Dept: Community Services

JOB PURPOSE AND REPORTING STRUCTURE: Under the direction of the TCM Clinical Coordinator, the Certified Peer Specialist assists chronically mentally ill clients to live independently in the community, in accordance with agency policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The Peer specialist will be an integral adjunct to the TCM program. As the TCM Case Manager is responsible for such duties as: finding housing, medical and mental health assistance, obtaining legal assistance and benefits, medication management, finding employment, training and education, financial management and budgeting, ADL assistance, development of social support systems, AODA services and support, etc. The Peer Specialist will assist in this process by carrying out specifically assigned duties.

Utilize their personal recovery experience as a tool in providing support to consumers, whether through day to day wellness activities, avert potential crisis, or assist in the case of a real crisis.

Expected to integrate skills, concepts and recovery models that are in line with the Certified Peer Specialist training curriculum. As stated the Wisconsin Peer Specialist Employer Guide, “the role of the CPS is varied and can take on several forms of support and assistance.”

Use the TCM or Crisis Case Management process when planning for, obtaining and evaluating services for the consumer.

Follow the TCM Care Plans or Crisis Plan when delivering services to the consumer.

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.

Develop and lead a Consumer Advisory Committee. Organize social functions for the consumers, with the input of the consumers.
When assigned, provide transportation for clients to and from appointments, to include medical and mental health, shopping, housing, etc.

Attend and actively participate in departmental meetings.

Complete monthly billing for T-19 and county reimbursement of services provided to each client, in situations of Crisis Case Management.

Complete special projects as assigned.

Maintain technical competency and remain current in technology and changes in the industry.

Complete and maintain all required paperwork, records, documents, etc.

Follow and comply with all safety and work rules and regulations. Maintain departmental housekeeping standards.

Will be capable of providing Targeted Case Management Standards of Practice.

Develop a “recovery” group that would meet at the HCHM offices. This recovery group could be utilized to promote social opportunities for current clients as well as covering topics such as symptom management, stress management, self-management tools such as diet and exercise, and developing WRAP plans.

MARGINAL JOB FUNCTIONS: Back up other staff members as needed.

Organize resource book for assisting in referring clients to needed services.

PROTECTIVE CLOTHING/EQUIPMENT REQUIRED: Requires the use of gloves as needed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: The Certified Peer Specialist must complete approved training and pass the certification examination. 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.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to
prepare reports, business correspondence, and procedure manuals. Ability to effectively communicate with clients and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Requires a valid driver's license.

**OTHER SKILLS AND ABILITIES:** Requires the ability to operate a cell phone. Requires the ability to operate a variety of standard business machines, such as a computer and the job related software, a keyboard, calculator, telephone, FAX, photocopier, etc.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and 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.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The employee frequently performs work-related travel.

The noise level in the work environment is a combination of moderate and loud.

**MANAGEMENT APPROVAL** ___________________________ DATE:_______

**EMPLOYEE ACKNOWLEDGMENT** ___________________________ DATE:_______
The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.