

Homes for Independent Living of WI LLC (HIL)

POSITION DESCRIPTION

Certified Peer Specialist

Reports to:	SILA	Location:	Various
Revised by:	Sue Packel	Pay Type:	Hourly/Non-Exempt
Date:	3/2/2015	PTO Accrual:	Direct Care

POSITION OVERVIEW

The Certified Peer Specialist (CPS) engages and encourages mental health peers in recovery, and also provides peers with a sense of community and belonging, supportive relationships, and valued roles. The goal is to promote wellness, self direction, and recovery focus, enhancing the skill and ability of peers to meet their chosen goals. The CPS works with peers as equals. Peer support must be the core of every task performed by the CPS.

ESSENTIAL FUNCTIONS

- Participate in helping service recipients understand recovery and achieve their own recovery needs, wants, and goals and to be guided by the principles of self determination.
- Create an environment of respect for peers which honors the persons taking charge of their own lives.
- Establish acceptable boundaries with the peers, revisiting boundaries on an ongoing basis.
- Provide hope and help in changing patterns and behaviors after intentionally sharing their own recovery story.
- Establish healing relationships with peers. Assist peers to understand the purpose of peer support and recovery models.
- Construct his/her own recovery/wellness plan which also includes a proactive crisis plan.
- Support peers in crisis to explore options that may be beneficial to returning to emotional wellness.
- Encourage peers to become self-directed, focus on their strengths, exercise use of natural supports, develop their own recovery goals and strengthen valued roles within their community.
- Provide an environment of recovery, wellness, and hope. Provide culturally sensitive and age appropriate services specific to each peer. Use active listening skills.
- Satisfies trauma-informed training requirements and remains knowledgeable on trauma-informed supports in order to promote development of resources.
- Research and locate resources that are beneficial to peers needs and desires.
- Promotes group facilitation or co-facilitation of relevant trainings.
- Documents work hours per the Payroll Policy.
- Adheres to all applicable HIL procedures and policies in regards to attendance, timelines and requests for time off.
- Reports allegations of abuse, conflict of interest, harassment, or fraud to appropriate level of management.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an all-encompassing list of responsibilities, duties and skills required of personnel so classified. Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

KNOWLEDGE, SKILL and ABILITY REQUIREMENTS

The requirements listed below are representative of the knowledge, skill and/or ability (including physical) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High School Diploma, GED, or equivalent
2. Hold a Wisconsin Peer Specialist Certification. Must follow Wisconsin Peer Specialist Code of Conduct for mental health and mental health/substance use disorder peer delivered services.
3. Follow State of Wisconsin Certified Peer Specialist Certification, along with HIL annual CE requirements.
4. CPS will be open to share with clients and co-workers their stories of hope and recovery and will be able to identify and describe the supports that promote their recovery and resilience.
5. Ability to find information about Mental Health and substance use support options and alternatives.
6. Knowledge of recovery and Comprehensive Community Services (CCS) Philosophy.
7. Knowledgeable in substance use and addiction recovery.
8. Trained/experience with boundaries and confidentiality, recognizing limitations and boundaries.
9. Effective interpersonal communication (ability to listen and to communicate clearly with others, both verbal and written).
10. Work collaboratively and participate as a team.
11. Ability to identify and support people in crisis and also foster relationships and engage others in their recovery.
12. Attends staff meetings and management meetings as determined by the supervisor.
13. Peer Specialists will, at all times, respect the rights, dignity, privacy and confidentiality of those supported.
14. Experience with Microsoft Word/computer, office equipment.
15. Performs additional responsibilities or duties delegated to him/her by a supervisor. These duties may not be specifically provided for in the job description, but they may be deemed necessary for the overall achievement of the program or company goals and objectives.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position, within a typical office environment. While performing the duties of this position, the employee is occasionally exposed to climate variances and equipment typically found in an office setting. The noise level in the work environment is low.

Activity	None	<25%	25%	50%	75%	100%	Comments
Standing					X		
Sitting		X					
Walking					X		
Bending				X			
Twisting				X			
Squatting				X			
Climbing/Elevated Levels		X					
Balancing		X					
Assist Clients:							
Up to 150 lbs					X		
Over 150 lbs				X			

Lifting/Carrying:						
Up to 10 lbs		x				
10-24 lbs		x				
25-34 lbs		x				
35-49 lbs		x				
Over 50-74 lbs		x				
Reaching Above Shoulders				x		
Crawling	x					
Pushing/Pulling (arm use)		x				
Hand Use:						
Grasping		x				
Pushing/Pulling		x				
Repetitive Twisting		x				
Both at Same Time		x				
Driving		x				
Work:						
Inside						x
Outside			x			
Working with Machines/Moving Parts	x					
Working with Chemicals		x				
Working with Mechanical Lifts		x				
Visual:						
Near				x		
Far				x		
Depth Perception:						
Yes						x
No	x					

Employee Signature

___/___/_____
Date Signed

Supervisor Signature

___/___/_____
Date Signed