

Certified Peer Specialist

Full/Part Time

Sheboygan, WI, US

POSITION SUMMARY:

Certified Peer Specialists use their unique set of recovery experiences in combination with skills and training to support peers who have mental health or substance use disorders. Peer Specialists, Recovery Coaches and Peer Advocates at Vista Care will help support individuals at the Open Door Wellness and Recovery Center and members of the community seeking recovery.

ESSENTIAL JOB RESPONSIBILITIES:

Behavior should be professional and consistent with Vista Care's culture, mission, values, philosophy, policies, and procedures. Expectations may include, but are not limited to:

- Treat individuals and others with dignity and respect, and to provide individuals opportunities to build relationships with family and friends. Acts as an advocate for the individuals served and reports any potential rights violations immediately to supervisor
- Always show respect to the individuals served by being positive in interactions and treating individuals in an age appropriate manner
- Engage in honest and respectful communication, cooperative work effort, contribute to a harmonious working environment, and maintain positive relationships with co-workers, management, individuals, outside agencies, and others with whom employees may come in contact
- Does not engage in activities other than official business during work hours and completes shift duties/guidelines and tasks
- Complying with company policies and procedures, including, but not limited to Introductory Training Period, Attendance, Workplace Safety, Abuse/Neglect/ Exploitation, Employee Appearance and Hygiene, Equal Employment Opportunity, and Harassment
- Attend and participate in required training and meetings

Assist individuals in maintaining a safe and healthy lifestyle, and monitor for changes in their general health, appearance, behavior, and patterns of activities. Responsibilities may include, but are not limited to:

- Facilitation of individual and group recovery efforts.
- Maintain confidentiality concerning all verbal and written information.
- Assist and support individuals in their recovery.
- Provide information regarding the purpose of peer support and recovery models.
- Provide Core Services: Information and Referral, Advocacy, Skills Training, and Peer Support.
- Accurately, respectfully, and punctually complete any required documentation emergency plan per program requirements, health, and safety protocols, and documenting appropriately per Vista Care, state, and federal requirements
- Assist with other duties as requested by the Clinical Services Director and case management supervisor at HHS.

ADDITIONAL JOB RESPONSIBILITIES:

Safely transport individuals to and from errands, activities, work, personal appointments, and ensure vehicles are maintained according to Vista Care's vehicle policies. Duties may include, but are not limited to:

- Following all state, and local motor vehicle laws, and Vista Care's vehicle policies
- Never leaving individuals unattended in vehicles
- Turning off engine and taking keys when leaving vehicles and ensuring that no individuals remain in the vehicle after an outing
- Keeping radios at a level that allows driver and passengers to hear someone talking or emergency signals or sirens

MINIMUM QUALIFICATIONS:

Maintain and expand skills and knowledge relevant to providing high quality support and services to individuals. Successfully complete required orientation and on-going training requirements within Vista Care and state required time frames and meeting region required competency levels. Training that needs to be completed may include, but is not limited to:

- New Hire Orientation
- Attending all monthly staff meetings
- Attend ongoing required or mandated training
- Successful completion of Wisconsin AFH and/or CBRF courses as required by the assigned program and timely re-certifications
- Additional training per year as required or as scheduled

Education and Experience:

- A Peer Specialist Certification will have completed the Peer Specialist Certification training by an accredited training program and have passed the state exam.
- A Recovery Coach will have completed the Recovery Coach training by an accredited training program.
- Peer Advocate will have lived experience with mental health/substance use disorders and/or experience having served this population professionally or through volunteer work.
- Identify as a person in mental health or substance use disorder recovery and intentionally share personal recovery story when appropriate to assist consumers providing hope and help in a variety of paths to recovery.
- Working knowledge of community resources preferred.
- Experience in the delivery of presentations and training to groups preferred.
- Shared belief in the Vista Care mission: *The folks we serve and support are always in our hearts and in our actions.*

Additional Requirements:

- Required to pass the WI BID and other background checks, upon hire
- Must be 18 years or older
- If responsible for driving while on work time, must be at least 18 years of age, have a valid driver's license, proof of insurance and insurable driving record in compliance with Vista Care's requirements
- Personal vehicle and personal liability insurance must always remain current and within policy limits as determined by Vista Care. Documentation of routine maintenance of a personal vehicle must be maintained and presented to Vista Care upon request if driving individuals in services in a personal vehicle
- Must pass E-Verify verification upon hire
- Prompt and regular attendance required
- Must have good interpersonal skills and consistently demonstrate effective decision-making abilities

- May be required to remain on duty at a location until another staff arrives to assume responsibility

Knowledge Skills and Abilities:

- Fluency in oral and written English
- Basic computer skills including the ability to effectively use electronic documentation software and office/IS equipment

Special Skills/Training/Certifications:

- Current TB Test and pre-employment physical, First Aid
- A Peer Specialist Certification
- A Recovery Coach will have completed the Recovery Coach training

Benefits:

Weekly Pay! Every Tuesday!

Email a resume to jobs@vistacare.org