

Wisconsin Community Services, Inc.

Position Description

Program: CCS

Position: Certified Peer Specialist

Status: Non-Exempt

Reports to: CCS Ancillary Services Coordinator

Salary Schedule:

Position Summary: The Comprehensive Community Services (CCS) Certified Peer Specialist provides support to adults who have mental health and substance use or co-occurring needs. The Peer Specialist is a position responsible for support, education and mentoring adults enrolled in CCS services. The role of the Certified Peer Support Specialist is that of a coach or mentor who through his or her lived recovery experience, can provide the guidance and role modeling necessary to promote wellness, purpose in life, develop relationships, and the insight necessary to move forward.

Essential Functions:

1. Act as a member of the CCS team providing services to people with mental health, substance use, and co-occurring needs.
2. Comfortable utilizing life and recovery experiences to role model and support people reach their identified recovery goals.
3. Build off the person's strengths to meet their individualized recovery needs. All services will be person centered and directed by the individual being served.
4. Peer Support Services include a wide range of supports to assist the individual and their family through the recovery process.
5. Services provided promote wellness, self-direction, and recovery by enhancing the skills and abilities of the individuals to reach their recovery goals. The services support people by advocating for their needs with dignity and without trauma.
6. Develop a mutually empowering relationship with the people being served to live in recovery.
7. Provide services in the community including people's homes and other community locations.
8. Participate as a team member in recovery team meetings with the individual to create individual recovery plans, identify and prioritize goals, and monitor progress toward meeting identified needs.
9. Appropriately document all contact with the people being served and team members to adhere to program requirements.
10. Responsible for accurate documentation and maintaining a case file as required by agency policy, government regulations, and applicable local, state, and federal codes.
11. Attend and participate in staff meetings, in-service training, seminars, and conferences as required.
12. Responsible for maintaining flexibility in daily work schedule to adequately meet program needs.
13. Responsible for adhering to agency policies and procedures while carrying out daily responsibilities.

Other Duties and Responsibilities:

1. Ensure people are able to get transportation to all CCS related appointments
2. Other job-related duties as may be necessary to carry out the responsibilities of the position

Work Relationship and Scope: Reports directly to the CCS Ancillary Services Coordinator in the Specialized Services Division. Advocates for the individual’s needs with CCS Team members, landlords, employers, community medical staff, family members, etc. as needed.

Personal Attributes: Actively in recovery from mental health, substance use and co-occurring needs; willing to share personal recovery story and life needs. Follow agency Code of Conduct and Leadership Code of Conduct; adhere to established policies and procedures of the agency and of all funding sources; conduct self in an ethical manner; maintain professional and positive relationships with program staff, other WCS staff, consumers, and all external persons and agencies involved with service provision; sensitivity toward cultural, ethnic and disability issues; demonstrate commitment to agency values and mission.

Knowledge, Skills and Abilities: Successful completion of a State approved Peer Specialist Training and State Certification as a Peer Specialist. Knowledge and skills to work with a mental health and substance use recovery population; organization skills; experience in working with individuals in recovery who have mental health and/or substance use needs; ability to quickly develop rapport with people, excellent assessment and interviewing skills; understanding of mental health needs; strong understanding of the substance use population; ability to work through difficult situations; flexible and able to multitask throughout the work day; effective use of time and resources to help maintain quality CCS services.

Working Conditions: Work is performed primarily in the community, including people’s homes and various community-based locations. Ability to work in an office setting. Hours average 40 hours per week.

Physical Demands: Position is mobile with significant time spent in the community, including transporting consumers, home visits and attending meetings; driving throughout Milwaukee County; must be able to go up and down stairs.

Minimal Qualifications: High School Diploma or equivalent required and experience serving people with mental health, substance use, and co-occurring needs. Successful completion of a State approved Peer Specialist Training and current State Certification as a Peer Specialist. Meet all WCS and contractor requirements for criminal and caregiver background checks, driver’s record, and drug screen. Valid driver’s license, automobile, and sufficient insurance to meet agency requirements are required.

Acknowledgement: This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time

Employee

Date

HR Department

Date