

EAU CLAIRE COUNTY JOB DESCRIPTION

TITLE: Peer Support Specialist

Pay Range: \$20.99-22.63

Position Terms:

Full-time, permanent, full benefits

Apply on county website: [Job Opportunities | Sorted by Job Title ascending | . \(governmentjobs.com\)](#)

POSITION SUMMARY:

This position assists individuals in identifying for themselves meaningful health and wellness-related goals and walking with them as they go through the process of reaching those goals.

ESSENTIAL FUNCTIONS (Illustrative Only):

- This position assists individuals in identifying for themselves meaningful health and wellness-related goals and walking with them as they go through the process of reaching those goals.
- Empower and encourage individuals to advocate for themselves.
- Compile and share desired wellness and healthy lifestyle resources with individuals.
- Use self-disclosure of lived experience when it would be helpful to the individual.
- Actively help to promote and educate the community on peer support, mentoring, mental health, etc.
- Maintain regular communication with peers, management, and other providers as needed.
- Maintain self-care and personally defined recovery.
- Collaborate with other crisis program staff and community partners to refer those experiencing mental health issues, substance abuse, homelessness, and traumatic events to the appropriate resources and/or agency.
- Work in connection with law enforcement to support crisis response.
- Compile and share desired wellness and healthy lifestyle resources with individuals.
- Provide support to meet individual needs which include medical, psychological, vocational, social, familial, and daily living spheres.
- Facilitate adult and families' access to services, monitors cases to ensure that services are provided in an appropriate and timely manner, reviews progress, and terminates services when stated goals are reached.
- Educates and advises individuals and families about available community resources and how to independently gain access to needed services.
- Works to achieve services and treatment objectives without duplication of effort and with maximum effective use of staff time and available resources.
- Maintains a complete record for all assigned cases.
- Documents contacts and services, maintains files and data for reporting purposes.
- Attends and participates in staff meetings, supervision times, and other regularly scheduled meetings; develops professional knowledge and skills by attending training events, conferences, and workshops.
- Serves as advocate for individuals within the community.
- Speaks to the community and other organizations to provide public education.
- Performs other duties as assigned.

WORK ENVIRONMENT:

- Sedentary with occasional walking or standing in a general office setting
- Provides services in the office, at clients' homes, or in the community, which requires travel to different locations for performance of work duties

REQUIRED QUALIFICATIONS:

- Have lived experience with mental health challenges, substance use, and/or a history of trauma, incarceration, or institutionalization.
- Minimum of 6 months of paid or unpaid experience in family, children, or adult services; or successful completion of an internship in the specific area of hire
- WI Certified Peer Specialist
- Must have DHS 34 Certification or obtain within three months of accepting position
- Must have access to private transportation for work-related duties

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

- Appointment will be conditional upon successful completion of criminal and caregiver background checks
- Possess a valid Wisconsin Driver's license.