

# Wisconsin Community Services, Inc.

## Position Description

**Program:** Department of Corrections (DOC) Peer Specialist Program- Region 7 Fond du Lac

**Position:** Certified Peer Specialist

**Reports to:** Peer Services Coordinator

**Status:** Non-exempt

**Position Summary:** The Certified Peer Specialist is a person who has lived the experience of mental health, substance use or co-occurring needs, is in recovery, has had formal training in the peer specialist model of support, and has passed the State of Wisconsin certification exam to be certified upon hire. Peer Specialists in the Department of Corrections (DOC) Peer Specialist Program also have experienced being incarcerated and working with DOC in their own lives. Peer Specialists work 1:1 with people enrolled in the DOC Peer Specialist Program as they identify their needs throughout their recovery journeys. The Peer Specialists utilize their own unique lived experience to engage the people they are serving and role model recovery during each interaction.

Peer Specialists support all individuals in the following goals: improve quality of life for individuals, promote individuals' recovery, increase individuals' ability to effectively deal with challenges and problem solve crises, increase individuals' ability to manage stressors outside an inpatient hospital setting and assist individuals in navigating between system access points and levels of care.

### Essential Functions:

1. Link individuals to a variety of self-determined supports and services within the Sheboygan areas, including traditional mental health services such as case management, psychiatry and individual therapy, mutual aid support groups, natural supports and discover other kinds of healing and/or purposeful activities that may contribute to the recovery process.
2. Have contact with individuals a minimum of four times per month; two of these contacts must be made in person.
3. Provide 1:1 peer support services to people in Fond du Lac County (including their home and other community-based locations).
4. Assist the individual in exploring goals and priorities while participating in the peer support program and collaborate on the creation of a Needs Assessment to receive support for the duration of program enrollment.
5. From a recovery perspective, provide a strength-based review of an individual's abilities, strengths, and assets.
6. Encourage individuals to become the expert of their own lived experiences and develop voice and choice around service participation to be empowered in their recovery.
7. Support individuals in navigating systems of care and encourage the participant to communicate with other services providers, including Probation Agents, to allow for maximum self-determination and dignity in care.
8. Responsible for accurate documentation and maintaining case files as required by agency policy, government regulations, and applicable local, state, and federal codes. This includes completion of initial and ongoing Needs Assessments, and progress notes for each interaction with individuals in the program.
9. Communicate and collaborate with assigned Probation Agents on a bi-weekly basis, at minimum, to share updates on progress being made towards recovery goals.
10. Work with the participants' collateral and community contacts to promote continuity of care with written and explicit consent to support their recovery journey.
11. Assist participants in their process of stabilization and recovery.
12. Provide educational discussions with small groups of participants as needed or requested.

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| <ol style="list-style-type: none"><li>13. Attend and participate in staff meetings and weekly supervision.</li><li>14. Attend in-service training and conferences as required.</li></ol> |
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**Other Duties and Responsibilities:**

1. Other job-related duties as may be necessary to carry out the responsibilities of the position.
2. Other duties will be determined by the supervisor.

**Work Relationships and Scope:** Has contact with a wide variety of individuals including probation agents, case managers, therapists, families, and community resources.

**Personal Attributes:** Follow agency 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 respectful relationships with program staff, other WCS staff, individuals receiving services and all external persons and agencies involved with service provision; sensitivity toward cultural, ethnic and disability needs; demonstrate commitment to agency values and mission.

**Knowledge, Skills, and Abilities:** Computer skills; accurate documentation; ability to meet deadlines; knowledge of substance use issues, mental health needs, and the Department of Corrections.

**Working Conditions:** Some of the work is done sitting at a desk and using the computer; 40 hours per week; flexible work schedule may include some evenings and weekends to meet the needs of the program. Must be comfortable driving within the community.

**Physical Demands:** Position is mobile with time spent in the community, including home visits and other community-based locations; driving throughout Fond du Lac County; must be able to go up and down stairs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Minimal Qualifications:** High school or GED/HSED required; graduate of state Certified Peer Specialist training; **possess current Certified Peer Specialist certification;** strong written and verbal communication skills. Personal experience with mental health and substance use needs and knowledge of recovery principles. Meet all WCS and contractor requirements for criminal and caregiver background, driver's record, and reference checks. Valid driver's license, automobile, and sufficient insurance to meet agency requirements is preferred.

**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 and to possible modifications to reasonably accommodate individuals with a disability.

38,000 plus yearly to start. Depending on experience. Excellent benefit package. Generous Time off. Requires the ability to work independently. Must have a driver's license and reliable transportation.

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You may send a resume to Susie Austin at [Saustin@wiscs.org](mailto:Saustin@wiscs.org)