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| Date Approved:  |  |
| Unit/Department:  | NKY Health Department |
| Worksite: | Xxx NKY Health Dept, Florence |
| Part-time Status:  | .5, hourly, non-exempt  |
| Travel: | Local  |
| Current Working Title:  | Peer Support Specialist  |
| Reports to:  | Associate Director |
| Supervisor Status: | No  |
| Approved Pay Range: | $17-$19 per hour  |

**Position Description**



**Summary Statement:**

The position will provide peer support to individuals who have self-identified as desiring peer supports, promoting greater independence, community integration, and recovery from HIV, mental health and substance use disorders.

**Competencies:**

General/Organizational: Recovery, Customer Service, Integrity, Performance Standards, Accountability, Professionalism, and Technology

Specific/Individual: Verbal Communication, Written Communication

**Education/Training Requirements**

Minimum Required: personal lived experience with HIV and mental health and substance use; strong recovery story

Preferred: Previous Peer Support Specialist experience; Kentucky Peer Support Specialist Certification

Additional Considerations: none identified

**Duties & Responsibilities/Time Percentage Allocated for Performance:**

1. Works with staff and community partners to accept individuals into the peer support program, assess participant needs, and determine participant goal activities (10%)
2. Provides one-to-one and group services as a Peer Support Specialist; serves as a role model for recovery; shares community resources and assists participants in meeting basic needs; informs participants about community and natural supports and how to use them in the recovery process; assist participants with education and support in understanding their HIV medical diagnosis, risk reduction strategies, and medical adherence; assists with intake and enrollment process; assists individuals with building problem solving skills; assists participants with building social skills to enhance integration opportunities and teach self-advocacy skills; establishes trusting, collaborative relationships; assists participants in building wellness management strategies; provides long term and/or ongoing supports as needed to help participants with their goals (50%)
3. Conducts regular and timely data entry to ensure quality communication and timely reporting; monitors participant progress (15%)
4. Participates in team meetings, supervision, training, and other relevant events/meetings (20%)
5. Assists with other duties as assigned (5%)

**Working Conditions:**

* Remain in a stationary position 50%
* Frequently move about inside and outside of the office to access office machinery, organize and facilitate meetings/activities
* Constantly operate a computer and other office productivity machinery
* Frequently communicate with others and exchange information in these situations
* Detect training, record keeping, and other materials/programs
* Move activity materials and equipment up to 20 pounds for program needs
* Occasionally work in outdoor weather conditions

\*Nothing in this job description restricts MHA’s right to assign or reassign duties and responsibilities to this job at any time.