



*Educate, Advocate and Serve*

**Title: Kentucky Certified Peer Support Specialist**

**Classification:** Full time, hourly, non-exempt position

**Summary:** The Peer Support Specialist provides a variety of recovery-oriented services to individuals who have self-identified as desiring peer support in order to promote greater independence, community integration and recovery substance abuse and mental illness. Services provided by peers (mental health consumers) include a wide range of supports, services, and advocacy that contribute to a client's ability to engage in ongoing treatment. This position will focus on assisting participants with employment readiness and employment maintenance.

**Required Experience Qualifications:**

- KY Peer Support Specialist certification at the time of hire (40 hour certification class)
- Lived experience (mental health and/or substance abuse)

**Skills and Knowledge Required:**

- Familiarity with furthering understanding of mental health and substance abuse related issues and recovery principals as well as the impact on the individual and surrounding community
- Sensitivity to people struggling with mental health and substance use diagnosis
- Organized, detail oriented, and good time management skills
- Good interpersonal, oral and written communication skills
- Demonstrate familiarity and ability to navigate and utilize Microsoft Office programs (Word, Excel, Power Point, Outlook); perform data entry (Access); keep good records
- Experience working with people with serious mental illness, experience providing employment services, and knowledge of the work world are preferred
- Experience working as a team member to ensure clients' needs and program goals are achieved
- Familiarity with resources and referral guidance, healthy lifestyle support, financial management skills, education and training resources

**Duties and Responsibilities:**

- Regular and timely data entry so that all needed reports are obtainable
- Represent the agency in a positive, professional manner at all times
- Works cooperatively and respectfully with all agency programs, co-workers, volunteers, clients, community members, and funders
- Carries out other duties as assigned, such as attending staff meetings, submitting written staff reports, contributing to the agency PR materials, and assisting with other agency activities as needed

- **Peer Support Specialists** function as role models demonstrating techniques in recovery and in ongoing coping skills through:
  - Assisting with teaching and educating the client on problem solving techniques in general and when symptoms increase around their goals.
  - Assisting with building social skills that will enhance integration opportunities and teaching self-advocacy skills support success within the community.
  - Teaching clients how to identify and work through negative self-talk and ways to overcome fears.
  - Lending their unique insight into mental health and substance use disorders and what makes recovery possible.
  - Informing clients about community and natural supports and how to utilize these in the recovery process.
  - Assisting clients in developing empowerment skills through self-advocacy and stigma-busting activities.
  - Teaching wellness management strategies.
- Assist individuals in overcoming barriers to treatment and meet basic needs to promote self-sufficiency
- Provide goal planning sessions, access to resources, care navigation, and one-to-one support to individuals/families
- Follow-up and conduct check-ins with individuals to gauge progress and provide support
- **Leverage Recovery Community Center** best practices by:
  - Working with Recovery Community Center staff to assist in coordination of programs and services in collaboration with partner organizations and ensure goals are achieved
  - Assisting in curriculum development that support recovery from substance use disorders and associated recovery activities
  - Supporting staff, facilitators, volunteers, and participants in their self-guided recovery
  - Participating in treatment team, supported employment team, Recovery Community Center, and MHA staff meetings regularly
  - Participate in and follow facility operations (standard operating procedures) and safety requirements
  - Developing and maintaining internal and external peer support relationships; meeting one-to-one as needed; attending community meetings and events

**Reports to:** MHA Associate Director, P.I.E.R. Recovery Community Center Coordinator

**Travel:** Reliable transportation required as local travel is necessary; proof of insurance required

**Hourly Pay Range:** \$10.10 to \$15.00 per hour

**Hours:** 40 per week