



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 individuals with reentering society after being exposed to incarceration, probation, mental health court, drug court, hospitalization and other treatment facilities.

Required Experience Qualifications:

- KY Peer Support Specialist certification at the time of hire (40 hour certification class)
- Experience with reentry and navigation of the legal system
- 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, 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

Travel: Reliable transportation required as local travel is necessary; proof of insurance required
Hourly Pay Range: \$12.50 to \$16.00 per hour

Hours: 40 per week

