



**Title:** NorthKey Contract Certified Kentucky Peer Support Specialist

**Classification:** PT, hourly, non-exempt, 20 hours/week @ \$10.10/hour (19 hours during probationary period)

### **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) contribute to the participant's self-esteem, ability to engage in ongoing treatment, and develop/maintain healthy life styles. CPSS assist with support group activities, i.e., brief intervention, a wide range of classes, life skill activities.

### **Essential Duties & Responsibilities:**

- To foster continued focus on wellness and continued recovery and risk reduction/prevention, special attention will be given by peer specialists to their own Wellness Recovery Action Plan that identifies the individual's self-determined goals, as well as specific objectives to carry out these goals. Peer Specialists will begin a WRAP class within the first 30 days of hire, create/complete a WRAP within 4 months of hire, and update the WRAP with MHA supervisor every four months thereafter.
- Effectively utilize motivational interview (client driven goals) and critical time intervention techniques (relationship building internal and external)
- Demonstrate consistent follow-up: phone calls, meetings to get information for outcome reporting requirements
- Work with peers to identify wellness and recovery goals, including assisting peers in creating a Wellness Recovery Action Plan that identifies the individual's self-determined goals, as well as specific objectives to carry out these goals.
- Exemplify recovery principles in order to show by example that recovery is possible and attainable. Share their own recovery story as appropriate, and walks the road of recovery alongside the service recipient.
- Work with peers on specific objectives identified on the recovery plan, ensuring that these specific objectives always refer back to the individual's ISSP for billing purposes. Document all peer contact at time of service.
- Ensure timely completion of all required paperwork, electronic client records, electronic reporting records, electronic time sheets, and continuous learning opportunities.
- Coordinate and consult with other team members to keep the team informed of issues and progress. Attend and positively participate in required team, agency, interdisciplinary meetings, and weekly supervision meetings with NorthKey supervisor and MHA supervisor.
- Work to increase level of cultural sensitivity, awareness and competency regarding Person Centered and Peer Delivered Services.

### **Minimum Qualifications:**

- Must be a self-identified person currently or formerly receiving mental health services, but not a current client of NorthKey Community Care. A self-identified person in recovery from a substance use disorder co-occurring mental disorder, who meets the abstinence requirements for recovery staff in alcohol and other drug treatment programs. Person must identify on the application or cover letter how they have "lived" personal experience leading to an understanding of the needs of persons with substance abuse and/or mental issues.
- Must be certified as a KY Peer Specialist at time of hire (40 hour certification class).
- Must be able to provide peer delivered services as described in Medicaid guidelines.

- Must pass a pre-employment drug screen, TB test and background check.
- Must be able to climb stairs several times a day.
- Must adhere to agency's policies, including but not limited to, non-discrimination, safety, drug and alcohol-free workplace, violence prevention and harassment-free workplace.
- Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, life-styles, and sexual orientations and treat each individual with respect and dignity.
- If recovering from a substance-use disorder, providing treatment services, or peer support service, in alcohol and other treatment programs, must be able to document continuous abstinence under independent living conditions, or recovery housing for the immediate past two years.
- Good driving record; maintain auto insurance, and reliable transportation

### **Skills & Abilities:**

- Computer Literate: Microsoft Office (Word, Excel), Database entry, Record keeping
- Well organized and good time management skills
- Ability to work courteously and effectively communicate with the general public, clients, medical personnel, corrections personnel, police, and co-workers. Promote the agencies and programs in a professional manner in and outside of work. Develop and maintain cooperative relationships with all staff, organizations, businesses and the community-at-large.
- Ability to work effectively with peers, individual clients and groups.
- Ability to work as a team member and to establish priorities.
- Ability to apply principles learned to new situations.
- Ability to learn new skills.
- Ability to display a non-judgmental attitude.
- Knowledge of community and social service agencies.
- Knowledge of and use of recovery principles, motivational interview (consumer driven goals) and critical time intervention techniques (relationship building internal and external)
- Very familiar with mental health information and referral guidance, healthy lifestyle support, financial management skills (checking, basic budgeting, savings), education resources
- Ability to follow oral and written directions and to apply techniques for specific needs.
- Knowledge and skills in mental health treatment methods and crisis intervention.
- Sufficient manual dexterity and physical ability to perform assigned tasks.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to work in an environment where people may be hostile or abusive.
- Ability to manage time and meet deadlines.
- Ability to maintain accurate records and necessary paperwork.

### **Description of Other Duties:**

- Provide back up to other team members as qualified and appropriate.
- Perform other duties as assigned.