

KAIROS

The moment when change is possible

Administrative Offices
715 S.W. Ramsey Ave., Grants Pass, OR 97527
(541) 956-4943 Fax (541) 956-5463

JOB DESCRIPTION

**THREE BRIDGES, NEW BEGGININGS, COASTLINE,
TEMPO, CADENZA, MOMENTUM AND JACKSON
SERVICES**

POSITION TITLE:

PEER SUPPORT SPECIALIST

ENTRY LEVEL:

C5

MINIMUM QUALIFICATIONS:

MUST BE A PREVIOUS CONSUMER OF MENTAL HEALTH SERVICES AS THE RESULT OF EMOTIONAL AND/OR BEHAVIORAL CHALLENGES WITH SUFFICIENT RECOVERY TO PROVIDE PEER SUPPORT SERVICES TO CLIENTS.

HIGH SCHOOL DIPLOMA OR GED PREFERRED.

PROVIDE PROOF OF CURRENT, VALID OREGON DRIVER'S LICENSE (OR IF OUT-OF-STATE WILL OBTAIN OREGON LICENSE WITHIN 30 DAYS). COMPREHENSIVE AUTOMOBILE INSURANCE (IF APPLICABLE) AND A SAFE DRIVING RECORD (MINIMUM OF 3 YRS.) TO USE COMPANY OR PERSONAL VEHICLE FOR REQUIRED DUTIES.

STATUS:

NON-EXEMPT

UNIT:

**THREE BRIDGES/NEWBEGINNINGS/MOMENTUM/TEMPO/
CADENZA /COASTLINE/JACKSON SERVICES**

SUPERVISOR:

PEER DELIVERED SERVICES MANAGER

DEGREE OF SUPERVISION:

FORMAL SUPERVISION WITH PEER DELIVERED SERVICES MANAGER, EVERY TWO WEEKS OR AS NEEDED AND WEEKLY PEER STAFF SUPERVISION. FOR CERTAIN PROGRAMS, PROGRAM SPECIFIC FORMAL ADMINISTRATIVE SUPERVISION WITH PROGRAM MANGER WILL TAKE PLACE EVERY TWO WEEKS ALONG WITH PEER SUPERVISION.

POSITIONS SUPERVISED:

NONE

TASKS & RESPONSIBILITIES:

I. SKILL EXPECTATIONS:

- A. Demonstrate knowledge of mental illnesses, recovery, community resources, support services and referral systems.
- B. Demonstrate knowledge and experience applying principles of mental health peer support.
- C. Attend weekly staff meetings.
- D. Attended weekly in person or by phone peer staff supervision.
- E. Attend in-service trainings.
- F. Participate in personal and professional training and development activities as necessary to stay current with standards for peer support practice.
- G. Participate in therapeutic groups when applicable.
- H. Participate, coordinate or facilitate youth voice through a Youth Advisory Council or other venues to ensure youth/young adult voice at program/agency/community level.
- I. Assist with and/or participate on Youth Move Kairos when assigned.
- J. Provide information as needed about peer counseling, support and consumer perspectives to new staff.
- K. Maintain all certifications and licenses as required to perform the duties of the position.
- L. Demonstrate knowledge of and proficiency in the Collaborative Problem Solving model when working with youth/young adults and families as well as staff and community partners.
- M. Understand the concept of Trauma Informed.
- N. Attend 40 hour Peer Delivered Services training.
- O. Other tasks as assigned.

II. CLINICAL EXPECTATIONS:

- A. Provide counseling, support, and advocacy for youth/young adults.
- B. Document all communication with youth, families, outside agencies, and community partners.
- C. Assist youth/young adult orientations during admission.
- D. Consult with staff and treatment/wraparound teams regarding youth/young adult perspective.
- E. Partner with youth/young adults to cultivate goals and analyze progress toward vision and goals.
- F. Prepare and follow up with youth/young adult on treatment/wraparound team meetings.
- G. Work with youth/young adult on discharge planning to ensure support services and community resources are in place upon discharge.
- H. Assist and teach youth/young adult self-advocacy skills
- I. Peer will work collaboratively as part of a team to ensure the best possible outcomes for clients.
- J. Provide therapeutic interventions with clients as identified by team
- K. Assists client in crisis/emergency planning and interventions.
- L. Assist youth/young adult in accessing and ways of meeting outside appointments and obligations when applicable.
- M. Maintain personal and professional boundaries with youth/young adults and families.

III. LEADERSHIP

- A. Demonstrate and communicate knowledge of agency's policies, practice guidelines, and information pathways.
- B. Abide by all ethical codes and professional standards and client confidentiality including Kairos Peer Standards.
- C. Demonstrate flexibility adapting to program changes.
- D. Model good communication skills and willingness and ability to share youth/young adult perspective.
- E. Demonstrate accountability by being open to feedback from supervisor, program manager, and administrative personnel.

IV. SAFETY WORK ENVIRONMENT

- A. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines.
- B. Cooperate with other staff and demonstrate respect for other staff, youth and visitors to the facility.
- C. Demonstrate ability to establish positive relationships while maintaining boundaries with youth, families, co-workers and community partners.
- D. Contribute to ensuring the work environment is safe and well maintained to prevent unnecessary injury, time loss and agency expense.
- E. Comply with all federal, state and agency health and safety reporting requirements.

Employee Signature: X _____ Date: _____