

- I. TITLE: IPS CERTIFIED PEER SPECIALIST I
- II. CLASSIFICATION: IPS PEER SPECIALIST I
- III. SUPERVISOR: IPS SUPPORTED EMPLOYMENT DIRECTOR
- IV. MINIMUM QUALIFICATIONS: HIGH SCHOOL DIPLOMA AND PEER SPECIALIST CERTIFICATION THROUGH ALABAMA DEPARTMENT OF MENTAL HEALTH; VALID DRIVERS LICENSE AND ACCEPTABLE DRIVING RECORD AND AUTOMOBILE INSURANCE; CPI, CPR, AND FIRST AID CERTIFICATION. AT LEAST A MINIMUM KNOWLEDGE OF THE FOLLOWING: PSYCHOTIC DISORDERS IN THE ADULT POPULATION; CULTURAL DIVERSITY; BEHAVIOR MANAGEMENT CRISIS INTERVENTION, AND INTERVENTIONS COMMON TO ACUTE PSYCHOTIC EPISODES; PSYCHIATRIC REHABILITATION PRINCIPLES; COMMUNITY EMPLOYMENT RESOURCES; AND EDUCATIONAL METHODS APPROPRIATE TO ADULTS WITH PSYCHOTIC DISORDERS. EXPERIENCE PROVIDING EMPLOYMENT SERVICES AND KNOWLEDGE OF THE WORK WORLD ARE PREFERRED. ABILITY TO WORK AS AN EFFECTIVE TEAM PLAYER IS ESSENTIAL.
- V. PRIMARY JOB FUNCTIONS AND PERFORMANCE EXPECTATIONS:
- A. Specific Peer Support Responsibilities:
1. Promoting self-determination, recovery, self-advocacy and self-direction by assisting individuals in identifying strengths, wellness goals, setting objectives and identifying barriers
 2. Attending treatment team meetings with the individual to promote the individual's use of self-directed advocacy tools, assisting the individual in goal planning and participating with the individual and the Employment Specialist in the development of the PCP/Career Profile and assisting the individual in learning how to ask for appropriate services in the community.
 3. Engaging individuals in other programs and services to encourage employment
 4. Modeling self-advocacy skills for addressing disclosure issues or requesting job accommodations
 5. Teaching wellness management strategies and helping individuals develop their own self-management plan/tools to use in the workplace and in their personal lives by using manualized strategies such as IMR/WMR. WRAP and others

6. Connecting to support groups in the community to learn from other peers, to promote hope, to problem solve through work situations and to decrease social isolation
7. Providing education to other members of the IPS Supported Employment Team and Treatment Teams to increase their understanding of self-advocacy and peer support roles, and to promote a culture in which an individual's points of view and preferences are recognized, understood, respected and integrated into service delivery
8. Providing resources and teaching transportation skills for work
9. Sharing own personal story of lived experience to model how to choose, obtain and keep employment; TO BE COMPLETED AT LEAST ONCE EVERY 6 MONTHS
10. Supporting individuals in making informed decisions about supported employment and building community connections
11. Supporting the individuals in the vocational choices they make and supporting them in overcoming job-related concerns
12. Building social skills in the community that will enhance job acquisition and tenure
13. Assisting in overcoming barriers to employment and addressing workplace challenges
14. Assisting in obtaining the proper documentation necessary for employment
15. Researching with the individual businesses and/or industries in which the person is interested
16. Assisting the individual in completing applications, resumes, cover letters, etc.
17. Exploring career and educational aspirations with the individual
18. Assisting in teaching skills related to job-seeking, such as using the computer
19. Attending recovery support groups and NA/AA meeting with the job seeker if appropriate
20. Assisting with financial wellness using tools for money management and asset development

B. Supervision and Consultation:

1. Seeks Supervision and consultation as needed
2. Attends all scheduled team and supervisory meetings
3. Accepts and employs suggestions for improvement

C. Documentation and Record Keeping:

1. Maintains confidential files containing required information for each supported employment program participant
2. Maintains documentation for those individuals receiving services
3. Provides timely documentation that meets the requirements of various funding sources including Vocational Rehabilitation & Alabama Department of Mental Health

D. Interactions with program clients, visitors and co-workers:

1. Treats clients with care, dignity and compassion
2. Respects clients' privacy and confidentiality
3. Is pleasant and cooperative with others
4. Assists clients and visitors as needed
5. Does not allow personal values to interfere with developing relationships and care for others
6. Is sensitive to the clients' needs, expectations and individual differences
7. Is gentle and calm with clients and families

E. Administrative and Other Duties as Assigned:

1. Actively participates in Performance Improvement activities
2. Actively participates in Fidelity reviews as required
3. Completes assigned tasks in a timely manner
4. Adheres to all Central Alabama Wellness Policies and Procedures
5. Completes all required agency & Alabama Department of Mental Health required training as well as other training opportunities that are determined to enhance job performance and service delivery

I RECEIVED A COPY OF THIS JOB DESCRIPTION. THE CONTENTS HAVE BEEN DISCUSSED AND REVIEWED AND I UNDERSTAND THE DUTIES AND RESPONSIBILITIES AS OUTLINED:

SIGNATURE

DATE