



Cow Creek Government Office

Position Description

Position Title: Peer Support Specialist

Department: Behavioral Health

Reports To: Chemical Dependency Counselor II

FLSA Designation: Non-Exempt

POSITION PURPOSE:

The Peer Support Specialist is an active member of the Behavioral Health Substance Abuse Team & provides peer support services to clients with substance abuse issues. Responsible for activities to achieve the goals of the Cow Creek Band of Umpqua Tribe of Indians. The Peer Support Specialist will function as a role model to peers; exhibiting competency in the personal recovery & use of coping skills to serve as a client advocate, providing client information and peer support for clients in an outpatient setting. The Peer Support Specialist performs a wide range of tasks to assist peers of all ages, to either individuals or group settings in regaining independence with the community and mastery over their own recovery.

ESSENTIAL FUNCTIONS:

- Collaborates with Substance Abuse & Behavioral Health team to coordinate evidence based strategies and best practice activities related to the clients work plan.
- Provides individualized, ongoing guidance, coaching and support.
- To provide training in the use of personal and community resources
- Assist in developing formal and informal community supports.
- Assist the person served in increasing social support networks of relatives, friends and or significant others.
- To offer encouragement in times of hardship/personal struggle
- To advocate on behalf of persons with behavioral health problems to protect the client's rights and to assist in reducing associated stigma.
- To work in cooperation with other providers, family members or significant others involved in the client's recovery plan.
- To assist clients in developing empowerment skills and combating stigma through self-advocacy.
- Complete documentation as outline by OARs
- To attend agency staff meetings, case conferences, & individual & group supervision.
- To attend established standards of productivity.
- To observe all rules of confidentiality relating to clinical information & treatment, both internally & when dealing with external agencies and/or individuals.
- To be responsible for understanding clients rights policy and procedures.
- To maintain professional standards at all times. To observe the guidelines established within the Code of Ethics & Conduct.
- Maintain strictest confidentiality; adheres to all HIPAA guidelines/regulations.
- Participates in program specific staff trainings and development.
- Plans and conducts necessary groups on topics related to substance abuse and sobriety.

- Performs other duties as assigned by the supervisor which are consistent with the position and in compliance with agency policies and procedures.

QUALIFICATIONS:

- High School Diploma and or GED required
- Certified Peer Support Specialist or in process of obtaining certification.-
- Knowledgeable in the Recovery Process and the ability to facilitate recovery using established standardized mental health processes.
- Knowledge and skill to teach and engage in basic problem solving strategies to support individual clients in self-directed recovery.
- Knowledge of the signs and symptoms of mental health issues
- A valid driver's license is required as some driving and or transportation may be required to talk clients to medical appointments, job sites, social activities and other community resources.
- Knowledge and skill sufficient to use community resources necessary for independent living, and ability to teach those skills to other individuals with mental health issues.
- Knowledge of how to establish and sustain self-help (mutual support) and educational groups.
- Demonstrated ability to interview and assess clients, using appropriate assessment tools, and observe, record and report on an individual's functioning.
- Read and understand assessments, evaluations, observation, and use in developing treatment plan.
- Identify community resources and services for clients and coordinate provision of services.
- Establish effective working relationships with internal agency staff as well as with relevant community organizations.
- Interact positively with clients and their families, work as a team member, communicate effectively, verbally and in writing, to maintain confidentiality, and to work independently under general supervision.