

Berks Counseling Center – Job Description

Position Title:	CERTIFIED PEER SPECIALIST	Classification:	E1
Department:	CLINICAL or ACT	FLSA Status:	EXEMPT
Accountability:	PEER RECOVERY SUPERVISOR or ACT TEAM LEADER	Status:	FULL-TIME
Primary Location:	BCC	Creation/Revision Date:	JULY 2017/NOV 2020
Position Has Direct Contact with Children:	YES	Position Has Driving Requirements:	NO (CLINICAL); YES (ACT)
Remote Work Eligibility:	PARTIAL ELIGIBILITY (CLINICAL); NOT ELIGIBLE (ACT)		

General Summary

Certified Peer Specialist is an active member of the integrated care team. The peer specialist uses their own unique experiences to teach and support consumers in building skills and resources to facilitate individual recovery.

Departments include: Assertive Community Treatment (ACT) and Clinical inclusive of the Decision Support Center.

Minimum Qualifications

Peer Certification required. Self-identified current or past consumer of mental health services- having received services under of the state priority group categories required. May have a dual substance use disorder (with at least two (2) years recovery). Valid PA Driver’s License and the ability to drive, travel, and provide community-oriented services preferred. Bilingual: English/Spanish a plus. Knowledge of or experience with trauma-informed approaches preferred.

Flexible schedule that requires some evenings and occasional Saturday hours.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Knowledge, Skills, and Abilities

- Ability to assist the consumer in identifying appropriate treatment plan goals and action steps.
- Knowledge and belief in the principles of recovery and the ability and willingness to implement recovery driven supports.
- Knowledge and belief in the principles of integrated care and a willingness and ability to assist consumers in identifying and meeting health and wellness goals.
- Knowledge and understanding of trauma and how it impacts others.
- Skill in active listening and collaborative communication.
- Ability and willingness to share one’s own story in a way that promotes hope and recovery.
- Ability to work well with diverse, low income, high risk populations and provide culturally competent care.
- Ability to complete clinical documentation in a timely manner and in full compliance with organizational standards.
- Skill in using Microsoft Office and Microsoft Outlook and ability to learn new software programs that support project efforts.
- Ability to type and navigate electronic health records.
- Skill in problem solving and conflict resolution within a team oriented approach to care.
- Ability to work collaboratively with organizational staff and abide by all policies, procedures and practices.
- Ability to demonstrate a commitment to the provision of compassionate, patient-centered care supportive of the patient’s own goals, strengths and preferences.
- Ability to represent the program professionally within the community.
- Ability to work independently and establish self-directed goals.
- Ability to follow written and oral instructions and complete assigned tasks.
- Ability to organize time in such a way that daily expectations are achieved.
- Ability and willingness to drive, travel, and provide community oriented services.
- Ability to safely perform essential job functions, with or without reasonable accommodations.
- Ability to use a computer and navigate the electronic health records (EHR) system.

- Ability to engage in honest, transparent and respectful interactions with others.
- Ability to act with integrity and work from a place of empathy and compassion.

Essential Job Functions

1. Effectively assess consumers’ skills, strengths and needs that will support ongoing mental health recovery.
2. Develop and/or have input into the professional development of a treatment plan that will promote recovery.
3. Assist consumers in identifying Personal Medicine, writing Power Statements, and completion of the Common Ground Health Report.
4. Assist consumers in overcoming barriers to care.
5. Help identify resources and educate consumers about community social service supports that might be available.
6. Facilitate peer orientated skill development and education groups that promote consumer progress in office and community.
7. Provide input to the multidisciplinary team from a peer perspective.
8. Provide in home and community outreach to peers.
9. Facilitate referral services as necessary.
10. Educate consumers on available services and encourage involvement in same.
11. Document all services provided in a timely, accurate and professional manner and in which meets all licensing, regulatory, compliance, and organizational standards.
12. Promote the value of support services and to meet regularly, face to face, with consumers in a peer support role.
13. Participate in group functions and activities, along with clinical staff, that promote ongoing recovery.
14. Work collaboratively with clinical staff, family members, and other community providers.
15. Maintain a philosophy that is supportive of the hope for recovery for all persons and that is inherently focused on consumer strengths and opportunities.
16. Provide all data, reports, and information such as may be required the program.
17. Develop an understanding of trauma and how it impacts others.
18. Incorporate trauma informed practices into job duties and responsibilities, including interactions and communications with others.
19. Be an active member of BCC’s culture of caring through positive and engaging social interactions.
20. Perform all other related duties and responsibilities as assigned.

Physical Requirements

- SEEING: Must be able to see well enough to read reports and use computer.
- COMMUNICATING: Must be able to communicate well enough to clients, vendors and coworkers.
- MOBILITY: Must have mobility to move about the agency. Must have mobility to move about the community.
- LIFTING/PULLING/PUSHING: Must be able to lift up to 25 pounds.
- OTHER: Must be able to write, type and use technology.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Berks Counseling Center. Berks Counseling Center is an equal opportunity employer.

CERTIFIED PEER SPECIALIST – Signature / Date

SUPERVISOR – Signature / Date

PRINTED NAME

PRINTED NAME