

CERTIFIED PEER SPECIALIST

JOB CODE:

DEPARTMENT: MENTAL HYGIENE

CLASSIFICATION: COMPETITIVE

SALARY: CSEA SG VI

ADOPTED: Reso. 253-24; Tioga Co. Personnel

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of providing support services and assistance to individuals who are experiencing social, emotional, medical, developmental, substance use, and/or behavioral challenges in their home, and/or community. Through various Support Services, the Certified Peer Specialist will help foster self-determination, self-advocacy, and informed decision making. The services support the individual in their desire or lack of desire to participate in treatment, using motivational interventions, ultimately with the aim to help the individual decide for themselves if and how to participate in treatment. By sharing personal experiences, the Certified Peer Specialist provides modeling and social learning to assist clients throughout their recovery from a mental health condition. Work is performed under the direct supervision of the Clinical Program Director. Performs related duties as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Develops wellness, crisis diversion plans, or wellness promotion plans and helps individuals implement them;
- Advocates and supports when an individual is in an Emergency Department or crisis unit or prior to incarceration or admission to an institutional stay;
- Assists the individual in the development of psychiatric advance directives (PAD);
- Provides support before or during a crisis or relapse;
- Supports individuals to advocate on behalf of themselves to promote shared decision making;
- Assists individuals to identify and set goals and short-term objectives that reflect individual preferences and encourages active participation in life;
- Shares personal recovery practices and helps individuals to discover recovery practices that works for them;
- Provides support to individuals to be empowered to make informed decisions regarding the nature of supports for themselves including sharing information about resources, exploring community inclusion, and locating relevant resources;
- Provides a model of recovery life that includes participation in recovery activities;
- Connects individuals and service providers by providing a productive and respectful partnership that assists the individuals to express their strengths, needs, and goals;
- Provides recovery education and self-help linkage for individuals and their family members;
- Provides non-clinical treatment planning support that incorporates life areas such as community connectedness, physical wellness, spirituality, employment, self-help, etc.;
- Submits required documentation for billing of services;
- Maintains contact through follow up phone calls, outreach letters, and related documentation;
- Conducts group sessions with individuals to strengthen social skills, increase sense of social connection while providing emotional support and creating opportunities for ongoing natural support;
- Develops relationships with community groups/agencies in partnership with others in the agency;
- Provides support to individuals' adjustment to home after an incarceration or institutional stay;
- May accompany the individual when visiting programs if requested by individual;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the role of Peer Services in the recovery process; Working knowledge of self-directed recovery tools including MyCHOIS and Wellness Recovery Action Planning (WRAP); working knowledge of the various agencies providing mental health care; ability to work cooperatively and effectively with professional colleagues and other professional groups; good judgment in dealing with people; ability to establish rapport with individuals

going through mental health conditions, educators, mental health professionals, criminal justice officials, and the general public; ability to understand and carry out oral and written instructions in a discrete manner; ability to provide positive role model and motivate clients; ability to maintain confidentiality; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a NYSED approved High School Equivalency (HSE) and possession of a Certified Peer Specialist – Provisional certification.

SPECIAL REQUIREMENTS: Unless otherwise indicated, certification as a Certified Peer Specialist, as recognized by the NYS Office of Mental Health, must be obtained within one (1) year from date of hire. The incumbent must maintain said certification throughout employment. Possession of a valid NYS driver license is required at time of hire and must be maintained throughout employment.