

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3639

TITLE: PEER SUPPORT SPECIALIST

GRADE: S-15

DEFINITION:

Under close clinical and administrative supervision, provides information, advocacy and peer support services for consumers of mental health services; performs a variety of limited paraprofessional duties in support of wellness and recovery by assisting individuals in articulating their goals for recovery, helping them monitor their progress, modeling effective coping techniques and self-help strategies based on the specialist's own recovery experience; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Facilitates wellness and recovery groups (psycho-educational) and teaches recovery principles one on one;

Assists individuals to fully participate in the communities where they live and work by orienting individuals to community resources, educating how to access, and advocating for increased opportunities for involvement;

Facilitates communication and understanding between recipients and providers of services so that providers make better informed recommendations and recipients make better informed choices;

Explains services and procedures to individuals being served, and anyone they want to be involved for their support, so they know what to expect;

Assists recipients to articulate their needs and concerns to providers;

Provides a welcoming and supportive atmosphere for individuals receiving services;

Serves as advocate and liaison between individuals, families, staff, and physicians;

Assists clinical staff with supporting those being served and reviewing their progress in life skills and activities of daily living, and immediately consults with clinicians when consumers are in psychiatric crisis or appear to be at risk;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use one's lived personal experience of mental illness and experience with accessing different levels of care;

Ability to use one's lived experience to further healthy, positive interactions with consumers at differing levels of engagement;

Knowledge of the principles, process and components of recovery;

Knowledge of ethics and boundaries as they relate to the peer specialist practice;

Knowledge of human services available from public, private and volunteer organizations;

Ability to establish rapport and maintain effective relationships and boundaries with individuals receiving services, staff, and the general public;

Ability to retrieve, compose and save progress notes into the electronic health record;

Ability to maintain confidentiality of clinical and medical records;

Ability to communicate effectively both orally and in writing;

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
Graduation from high school or a G. E. D. issued by a state department of education; PLUS
One year of experience in providing peer/recovery support services.

CERTIFICATES AND LICENSES REQUIRED:

Certificate of Completion of Wellness and Recovery Action Plan (WRAP);
WRAP Facilitator Certification within six months of appointment;
Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential programs;
MANDT Certifications within six months of appointment and annually thereafter, for positions in CSB residential services;
First Aid and CPR certification, within 90 days of appointment and maintained throughout CSB employment, for positions in residential programs;

NECESSARY SPECIAL REQUIREMENTS:

Criminal background record check;
TB and Hepatitis C screening upon hire and annually thereafter.

ESTABLISHED: May 16, 2011