

# **Job Description and Duties**

## **Peer Support Specialist**

### **JOB DESCRIPTION AND DUTIES**

- You may have scheduled days that you will be on call to cover or take questions. While on call you will be available by phone at all times. Will also be available to go to a facility and fill in or run an errand within 1 hour if needed.
- Will provide transportation to the grocery store, bank or activity needed according to their Service Plan and schedule. Will provide companionship to residents.
- Promote the recovery journey involves the development of hope, self-esteem, purpose, decision making and problem solving skills, connection with others, and a satisfying and meaningful life.
- To help clients achieve self-directed recovery. Hold the belief that every individual has strengths and the ability to learn and grow and committed to providing and advocating for effective recovery-based services for their clients in order for them to meet their own needs, desires, and goals.
- Assist and work with the Director of Finance and Operations in the purchasing and distribution of purchase orders, equipment or supplies to facilities as needed.
- Audit, oversee and work with staff on setting up and scheduling transportation for residents to and/or attend doctor appointments, meetings, transfers as needed.
- Will seek to role-model recovery.
- Respect the rights and dignity and the privacy and confidentiality of those they serve.
- Promote recovery by openly sharing personal recovery stories with colleagues and those they serve to provide self-direction, empowerment, and encouragement to the peers they work with.
- Maintain high standards of personal conduct and in a manner that fosters their own recovery.
- Never intimidates, threaten, harass, use undue influence, physical force, verbal abuse and never make unwarranted promises of benefits to those they serve.
- Does not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of ethnicity, race, gender, sexual orientation, age, religion, national origin, marital status, political belief, or mental or physical disability.
- Never engages in sexual/intimate activities with colleagues or those they serve.
- Does not accept gifts of significant value from those they serve.
- Does not enter into dual relationships or commitments that conflict with the interests of clients.
- Does not abuse substances under any circumstances while they are employed.
- Works to equalize the power differentials that may occur in the peer support/client relationship.
- Ensure that all information and documentation provided is true and accurate.
- To keep current with emerging knowledge relevant to recovery, and openly share this knowledge with their colleagues and those they serve.
- To remain aware of their skills and limitations, and do not provide services or represent themselves as expert in areas for which they do not have sufficient knowledge or expertise.
- Does not hold a clinical role and does not offer primary treatment for mental health issues, prescribe medicine, act as a legal representative or provide legal advice, counseling, therapy, social work, drug testing, or diagnosis of symptoms and disorders.
- To act in a professional and ethical manner.
- Keep updated records and follow confidentiality and HIPPA laws.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_