

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.**  
**JOB DESCRIPTION**

**DATE ESTABLISHED:** 10/01/2015  
**DATE AMENDED:** 09/14/2017

**TITLE OF POSITION:** Family Support/Peer Specialist

**POSITION NUMBER:** 20-22

**PROGRAM:** Child Services

**COMPONENT:** Family Intensive Treatment (FIT)

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** High-school Diploma or General Equivalency Degree and lived experience in at least one of the following areas:

- As an adult who has been in recovery for a minimum of 2 years from a substance use or mental health condition

Additionally, 500 hours of supervised work and/or volunteer experience providing peer-to-peer recovery support services in any of the following domains (may be obtained post hire)

- Advocacy
- Mentoring
- Recovery Support

40 hours of content specific training as required by the Florida Certification Board for Certified Peer Recovery Specialists (may be obtained post hire).

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Internet Explorer and/or Mozilla Firefox, along with operating a keyboard, mouse, and printer.

Must have a valid Florida driver's license and meet all Center requirements for vehicle operations and transportation of persons in Center and non-Center vehicles.

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biannually). Successful completion of CPI (Crisis Prevention Institute) training (within six months of hiring).

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at [www.lifemanagementcenter.org](http://www.lifemanagementcenter.org)

**SUPERVISOR:** FIT Program Manager

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$22,000 -eligible for Florida Certification upon completion of training and experience  
\$26,000 -certified as Recovery Peer Specialist

**WAGE AND HOUR STATUS:** Non-exempt

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** <sup>1</sup>

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Provide peer counseling and support, drawing on common experiences as a peer, to validate individuals' experiences and to provide guidance and encouragement.
2. Serve as a mentor to promote hope and empowerment.
3. Act as an interpreter to help non-mental health consumer team members better understand and empathize with each person's unique and subjective experience and perceptions.
4. Provide expertise and consultation from a peer perspective to the entire team concerning the person's experiences with symptoms of mental illness, the effects and side-effects of medications, response to and opinions of treatment, and experiences of recovery.
5. Collaborate with the team to promote a team culture in which each person's point of view, experiences, and preferences are recognized, understood, and respected, and in which self-determination and decision-making in treatment planning are maximized and supported.
6. Help family members and consumers of mental health services to identify, understand, and combat stigma and discrimination associated with mental illness and develop strategies to reduce self-stigma.
7. Help other team members identify and understand culture-wide stigma and discrimination against people with mental illness and develop strategies to eliminate stigma within the team.
8. Collaborate with the team to ensure the protection of rights in order to help individuals understand their rights and grievances or complaint procedures.
- ~~9.~~ In relating to clients, maintain clarity on the difference between helping and friendship behaviors. Exercise good judgment with seeking supervision as needed.
- ~~10-9.~~
- ~~11-10.~~ Increase awareness of and support participation in consumer self-help programs and consumer advocacy organizations that promote recovery.
- ~~12-11.~~ Serve as the liaison between the team and consumer-run programs such as self-help groups or support groups.

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<sup>1</sup> Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

~~13-12.~~ Assist in the provision of ongoing assessment of individual and family functioning and response to services. Provide input to the treatment team to effect appropriate planning changes that ensure immediate and appropriate interventions are provided in response to changes in the person/family status or functioning, or family issues which place the persons or family at risk (e.g., suicidality).

~~14-13.~~ Perform mentoring, problem solving, encouragement and support.

~~15-14.~~ Provide work-related supportive services such as assistance securing necessary clothing and grooming supplies, wake-up calls, and transportation.

~~16-15.~~ Provide ongoing assessment, problem solving, side-by-side services, skill teaching, support (prompts, assignments, encouragement), and environmental adaptations to assist with activities of daily living.

~~17-16.~~ Assist with the location of a safe and affordable place to live. This may include looking for housing, landlord negotiations, cleaning, furnishing and decorating, and procuring necessities (telephone, furniture, utility hook-up).

~~18-17.~~ Provide side-by-side support, coaching and encouragement for socialization (going to community activities, including activities offered by consumer-run peer support organizations).

~~19-18.~~ Help plan and carry out leisure time activities on evenings, weekends, and holidays.

~~20-19.~~ Organize and lead individual and group social and recreational activities to help persons structure their time, increase social experiences, and provide opportunities to practice social skills.

~~21-20.~~ Provide practical help and supports, mentoring, advocacy, coordination, side-by-side individualized support, problem solving, direct assistance and supervision to help persons obtain the necessities of daily living including:

- medical and dental health care;
- legal and advocacy services;
- financial support such as entitlements ; housing subsidies; money-management services
- household maintenance/management;
- clothing and personal hygiene;
- proper nutrition and meal management
- transportation.

~~22-21.~~ According to program requirements:

- Assist in the provision of direct clinical services to clients on an individual, group, and family basis in the office and in community settings to teach symptom-management techniques and promote personal growth and development by assisting persons served to cope with internal and external stresses.
- Assist in the provision of individual and group treatment in the office and in community settings in a stage-based treatment model that is non-confrontational, considers interactions of mental illness and substance abuse, and has client-determined goals

#### **OTHER ESSENTIAL FUNCTIONS:**

1. Travel required between multiple service sites, to the homes or residences of persons served, and within the community.
2. Perform away-from-center intervention activities.
3. When no other alternatives are available, transport individuals in personal or Center vehicles.
4. Document services within required time frames.

**Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking:  Yes  No  
 Hearing:  Yes  No  
 Reading Comprehension:  Yes  No  
 Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.)  Yes  No

Ability to lift and carry up to **10** pounds.

Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Not Anticipated

Copy received by:

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