

LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION

DATE ESTABLISHED: 09/19/06
DATE AMENDED: 06/04/2019

TITLE OF POSITION: Child Peer Specialist

POSITION NUMBER: 20-14

PROGRAM: Child Outpatient Services

COMPONENT: Child Outpatient

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED: Has been a consumer, family member or parent of a child who has a behavioral health disorder and has received services in the community mental health system. Good oral and written communication skills required. Must have skills and competence to relate comfortably and effectively to adults, youth and families experiencing mental illness or behavioral health services. Ability to speak freely about living with behavioral health disorders. Must have a valid Florida driver's license and meet all Center requirements for vehicle operations and transportation of clients 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.

SUPERVISOR: Child Outpatient Supervisor

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$26,000 annually

WAGE AND HOUR STATUS: Non-exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: ¹

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

1. Complete required trainings and testing to earn and to keep certification status as a Certified Recovery or Family Peer Specialist through the Florida Board of Certification within the time-frame required by the State of Florida.

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

2. Provide peer counseling and support, drawing on common experiences as a peer, to validate individuals' experiences and to provide guidance and encouragement to persons served to take responsibility and actively participate in their own recovery.
3. Serve as a mentor to persons served to promote hope and empowerment.
4. Act as an interpreter to help non-mental health consumer team members better understand and empathize with each client's unique and subjective experience and perceptions.
5. Provide expertise and consultation from a mental health consumer perspective to the entire team concerning individuals' experiences with symptoms of mental illness, the effects and side-effects of medications, individuals' responses to and opinions of treatment, and individuals' experiences of recovery.
6. 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 client self-determination and decision-making in treatment planning are maximized and supported.
7. 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.
8. 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.
9. Collaborate with the team to ensure the protection of clients' rights in order to help the persons served to improve their knowledge of client rights and grievances or complaint procedures.
10. Collaborate with the team to help persons served learn about pertinent grievance procedures and support individuals with filing, mediating, and resolving complaints.
11. Increase awareness of and support client participation in consumer self-help programs and consumer advocacy organizations that promote recovery.
12. Serve as the liaison between the team and consumer-run programs such as self-help groups or support groups.
13. In relating to clients, maintain clarity on the difference between helping and friendship behaviors. Exercise good judgment with seeking supervision as needed.
14. Share duties in the provision of rehabilitation services to include basic living skills training in areas such as budgeting, money management, household activities, personal hygiene, grooming, and use of community resources.
15. Assist in the provision of ongoing assessment of child's behavioral health disorder and child's responses to treatment. Provide input to child's treatment team to effect appropriate

changes in treatment plans to ensure that immediate and appropriate interventions are provided in response to changes in child's mental status or behavior, or family issues which place the child or family at risk (e.g., suicidality).

16. Share duties in the provision of rehabilitation services.
17. Perform mentoring, problem solving, encouragement and support.
18. Provide work-related supportive services for families of children experiencing behavioral health problems, such as assistance securing necessary clothing and grooming supplies, wake-up calls, and transportation.
19. Provide ongoing assessment, problem solving, side-by-side services, skill teaching, support (prompts, assignments, encouragement), and environmental adaptations to assist persons served with activities of daily living.
20. Assist families of children served to find and maintain 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).
21. Assist and support families to organize and perform household activities, including house cleaning and laundry.
22. Assist and support with personal hygiene and grooming tasks.
23. Provide nutrition education and assistance with meal planning, grocery shopping, and food preparation.
24. Ensure that clients have adequate financial support (help adult family members to gain employment and apply for entitlements).
25. Teach money-management skills to adult family members of children experiencing behavioral health issues and where appropriate to child consumers of behavioral health services (budgeting and paying bills) and assist individuals in accessing financial services (e.g., professional financial counseling, emergency loan services).
26. Help families of persons served to access reliable transportation (e.g., obtain a driver's license and a car and car insurance, arrange for cabs, use public transportation, and find rides).
27. Assist and support families to have and effectively use a personal primary care physician, dentist, and other medical specialists as required.
28. Provide side-by-side support, coaching and encouragement to help individuals socialize (going with a client to community activities, including activities offered by consumer-run peer support organizations).
29. Assist consumers to plan and carry out leisure time activities on evenings, weekends, and holidays.

30. Organize and lead individual and group social and recreational activities to help clients structure their time, increase social experiences, and provide opportunities to practice social skills.
31. Provide practical help and supports, mentoring, advocacy, coordination, side-by-side individualized support, problem solving, direct assistance and supervision to help clients obtain the necessities of daily living including medical and dental health care; legal and advocacy services; financial support such as entitlements (SSI, SSDI, veterans' benefits); housing subsidies (HUD Section 8); money-management services (e.g., payee services); and transportation.

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.

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