

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

**DATE ESTABLISHED:** 07/14/2014  
**DATE AMENDED:** 07/21/2020

**TITLE OF POSITION:** Peer Specialist

**POSITION NUMBER:** 20-19

**PROGRAM:** Bay

**COMPONENT:** Early Psychosis Intervention and Care (EPIC)

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** A minimum of a high school education or equivalency diploma is required with preference to applicants with college or university coursework in psychology, social work or a related behavioral health discipline. Must be or have been a recipient of or in recovery from mental health services for a severe and persistent mental illness or a close friend or relative of someone receiving mental health services. Good oral and written communication skills required. Must have skills and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses and respect for individuals' rights and personal preferences in treatment is essential. Must have a valid Florida driver's license and meet all Center requirements for vehicle operations and transportation of participants 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).

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

**SUPERVISOR:** EPIC Team Leader

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$30,000 for High School Diploma or GED; \$32,000 for Bachelor's Degree or higher

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

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** \*

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

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

1. Provide peer counseling and support as a mentor, drawing on common experiences as a peer to validate individuals' experiences, to promote hope and empowerment, and to provide guidance and encouragement to persons served to take responsibility and actively participate in their own recovery.
2. Provide expertise and consultation from a mental health participant perspective to team members, non-mental health team members, and participant's support system to help them better understand and empathize with each participant's unique experiences with symptoms of mental illness, the effects and side-effects of medications, and individuals' responses to and opinions of treatment.
3. 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 participant self-determination and decision-making in treatment planning are maximized and supported.
4. Help participants, team members, and the participant's support system identify, understand, and combat stigma and discrimination associated with people with mental illness and develop strategies to reduce stigma within in the team and support system, and any self-stigma the participant may be experiencing.
5. Collaborate with the team to ensure the protection of participants' rights, and help participants learn about pertinent grievance procedures in order to help the persons served to improve their knowledge of participant rights and support participants with filing, mediating, and resolving complaints.
6. In relating to participants, maintain clarity on the difference between helping and friendship behaviors. Exercise good judgment with seeking supervision as needed.
7. Utilize evidence-based recovery systems to aid participants in their own recovery while serving as the liaison between the team, supportive family members, and participant-run programs such as self-help groups and drop-in centers.
8. Assist in the provision of ongoing assessment of participants' mental illness symptoms and participants' responses to treatment. Suggest appropriate changes in treatment plans to ensure that immediate and appropriate interventions are provided in response to changes in participants' mental status or behavior, which place individuals at risk (e.g., suicidality).
9. Assist in the provision of direct clinical services to participants 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.
10. Assist in the provision of treatment in substance use and rehabilitation services, both individual and group treatment in the office and in community settings in a stage-based

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treatment model that is non-confrontational, considers interactions of mental illness and substance abuse, and has participant-determined goals.

11. Perform mentoring, problem solving, encouragement and support on and off the job site including work-related supportive services, such as assistance securing necessary clothing and grooming supplies, wake-up calls, and transportation.
12. 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.
13. Assist persons served to find and maintain a safe and affordable place to live. This may include apartment hunting, finding a roommate, landlord negotiations, cleaning, furnishing and decorating, and procuring necessities (telephone, furniture, utility hook-up).
14. Ensure that participants have adequate financial support such as helping participants to gain employment, apply for entitlements, teaching money-management skills such as budgeting or paying bills, professional financial counseling, and emergency loan services.
15. Provide side-by-side support, coaching and encouragement to help participants socialize (going with a participant to community activities, including activities offered by participant-run peer support organizations) and increase awareness of, and support participant participation in participant self-help programs and participant advocacy organizations that promote recovery.
16. Assist individuals to plan and carry out leisure time activities on evenings, weekends, and holidays.
17. Organize and lead individual and group social and recreational activities to help participants structure their time, increase social experiences, and provide opportunities to practice social skills.
18. Provide practical help and supports, mentoring, advocacy, coordination, side-by-side individualized support, problem solving, direct assistance and supervision to help participants obtain and effectively use the necessities of daily living including primary care, 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 (e.g., obtain a driver's license and a car and car insurance, arrange for cabs, use public transportation, find rides).

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

1. Peers are expected to attend regional Peer Support trainings, Peer-oriented community meetings, support/advocacy groups such as NAMI, SPARE, and Hope Advocates as well as any other support activities/groups defined by supervisor. Peers will complete any assigned trainings in support of the role of a Peer Recovery Specialist.

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2. Obtain certification through the Florida Certification Board as a Certified Peer Recovery Specialist within one year of hire in the role as Peer Specialist. Peer Specialist will be expected to maintain certification status with the Florida Board of Certification.
3. Travel required between multiple service sites, to the homes or residences of persons served, and within the community.
4. Perform away-from-center intervention and outreach activities.
5. When no other alternatives are available, transport individuals in personal or Center vehicles.
6. EPIC Peer Specialist will provide and document 105 hours a month of participant contact and/or support e.g. team meetings, supervision, participant contact, outreach, and advocacy.

**Physical & Other Requirements:**

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

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 **15** pounds.

Ability to handle stressful situations:  Minimal  Moderate  Frequent

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

\* Not Anticipated

Copy received by:

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

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