

Example Peer Support Specialist Job Description

Developed by Path to Prime, LLC

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Job Title: Certified Peer Support Specialist (CPSS)

Position Reports To: Clinical Supervisor

Job Summary:

The CPSS works within the scope of practice as established by the [certification of Idaho CPSSs](#). As a fully integrated member of the professional team, the CPSS will provide peer support services to adults experiencing mental health challenges. All peer support services will promote hope, wellness, recovery, and resiliency for participants. The CPSS will also reinforce a culture of recovery and person-centered services within the agency.

Requirements:

- Personal experience living with a mental illness and strength in their personal recovery with at least one ongoing and continuous year in recovery
- Current Idaho CPSS certification
- GED or high school diploma
- Ability to pass a DHW criminal background check
- Solid understanding of the recovery process
- Willingness to share one's recovery experience with participants and staff

Essential Duties and Responsibilities:

CPSS meets with each qualified participant in their home and in the community to provide encouragement and support participants in setting and achieving recovery goals. Maintains confidentiality of all participant documents, files and communication in written, electronic and/or verbal form.

CPSS Duties:

- Work with participants to develop self-directed recovery plans which build on participants' strengths and personal wellness and recovery goals
- Support participants in achieving their recovery goals
- Provide hope and encouragement by serving as a role model in recovery
- Encourage strategies for participants to identify wellness tools, problem solve, advocate for themselves, identify and combat negative self-talk, overcome fears, and build hope

- Provide individualized support in accessing community resources and maintaining natural supports in the community
- Promote a culture of strength-based, person-centered, recovery-oriented care within the agency

CPSS Role on the Professional Team:

- Serve as a resource to the Team on incorporating recovery-oriented strategies and tools into all services
- Reinforce an approach of participant self-determination in all aspects of service planning
- Provide ongoing perspective to Team members on the experience of living with mental health challenges and finding recovery
- Participate in Team meetings providing input in developing client-centered assessments and service plans
- Prepare case notes on peer support services provided to participants
- Maintain other documentation as required
- Participate in in-service training required for Team members

CPSS Employee Responsibilities:

- Submit time sheets every Monday for the week prior
- Participate in 90 day and annual evaluation interviews regarding one's experience working as a CPSS
- Participate in ongoing evaluation of peer support programming

Job Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to allow individuals with disabilities to perform essential functions.

Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing
- Ability to effectively present information and respond in written and/or oral format to questions from team members, participants, and other community members as appropriate
- Ability to provide peer support while maintaining appropriate professional boundaries with participants
- Ability and willingness to participate as a member of a staff team

- Possess skills in basic computer functions of email, document management, and internet
- Access to a vehicle for independent travel

Ethics and Professional Conduct:

- Ensure all participant records are maintained in a confidential manner
- Share participant information only with those for whom the participant has given consent
- Work with participants of all ages over 18, races, religions, and socioeconomic backgrounds in a respectful and non-judgmental manner
- Contribute to a recovery-oriented environment by using person-first language, respectful documentation, and person-centered planning
- Respond to participant and staff telephone calls and email messages in a timely and professional manner
- Maintain professional boundaries with participants and does not engage in inappropriate relationships or exchange money, gifts, or favors with participants

Supervision:

The CPSS will report to the Clinical Supervisor. This supervisor will be responsible for day-to-day oversight and support of the CPSS's service delivery and participation on the Team, and the CPSS's understanding of and compliance with day-to-day agency procedures. The Clinical Supervisor will provide support and technical assistance to the CPSS through individual coaching on applying the concepts and skills of recovery-based services with participants.