

# CHOICES

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## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>ACT Peer Support Specialist</b>
REPORTS TO:	ACT TEAM LEAD
DESCRIPTION STATUS:	Exempt
SALARY:	\$42-\$45
HOURS:	Full time, M-Su, Variable

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## POSITION SUMMARY

Assertive Community Treatment (ACT) is a client-centered, recovery-oriented behavioral health service delivery model. ACT is designed specifically for persons who have the most severe and persistent mental illnesses, have severe symptoms and impairments, and who historically have not benefited from traditional outpatient programs.

**Peer Specialists** are members of the trans-disciplinary Assertive Community Treatment (ACT) team and work together to provide services in a flexible, compassionate, and responsible manner. The **Peer Specialist** provides and coordinates all services and has a primary caseload of ten clients and shares responsibility with ACT team for all other clients who have histories of homelessness, psychiatric disability, substance abuse, criminal justice, co-morbid health issues and other trauma.

## ESSENTIAL JOB FUNCTIONS:

**(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)**

### A. JOB DUTIES

#### Responsibilities:

1. Collaborate with client in the formulation of a comprehensive service plan that is reviewed and modified with client on a regular basis.
2. Provide outreach, case management, counseling, advocacy, and other needed services to clients in any environment including: the streets, shelters, prisons, hospitals, apartments, office, etc.
3. Provide individually tailored services to each client—i.e. housing placement, independent living skills, vocational guidance, appointment escorts, integrated substance use treatment, and family counseling
4. Maintain written and computerized records, compile reports and complete other program documentation (including case notes, statistics, letters, psychological evaluations, etc. (in AKAIMS)).

# CHOICES

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5. Assist clients to manage their monies, including preparing budgets with clients and computing expenses.
6. Coordinate and monitor referrals to community services, and advocate client participation in them.
7. Educate, inform and advocate for clients regarding benefits and entitlements (Social Security, Public Assistance, food stamps, etc.).
8. Lead groups, workshops, and in-services on topics such as substance abuse, safe sex, domestic violence, life skills, etc
9. Provide clients with education re: their consumer rights/grievance procedures within CHOICES and with other community providers and services.
10. Provide individual/group counseling for clients re: empowerment /self-help education/tools.
11. Assist with community integration and escort clients to community self help groups
12. Assist with bridging the gap between community providers and CHOICES consumers.  
Provide ongoing education to ACT team members regarding the experience of individuals with mental health conditions and/or substance use disorders
13. Able to meet individual Medicaid billing requirements (see Supervisor for Productivity level)

## **B. CORE VALUES**

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. and its Programs. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

### PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

## **REQUIRED ESSENTIAL JOB QUALIFICATIONS:**

1. In recovery for one plus year a MUST
2. Patience, creativity, flexibility, compassion, and sensitivity to persons with disabilities and other minority populations.
3. Past or current recipient of mental health and / or substance abuse services.
4. Career experience in social services, supported housing, or with persons with disabilities.
5. Excellent communication, writing , and computer skills.
6. Bilingual English, Spanish or Native Language a plus.

# CHOICES

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7. 5 year clean driving record a must
8. Drivers license a must
9. Certificate in Peer Advocacy.
10. Able to get WRAP certified within one year of employment
11. Able to work a varying schedule
12. Able to take the on-call crisis phone on rotation.
13. Able to pass State and Federal background check
14. Knowledge of Microsoft Office Suite preferred, but not required.
15. Excellent time management skills a must

We are an EEO, ADA, & AA employer

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This Job Description reflects CHOICES, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Duties performed are 70% in office setting and 30% out in the community. Frequent walking. Long periods of sitting, as well as some long periods of walking. Some lifting of 20 lbs or less and some stooping, squatting and bending.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**I have received and read the CHOICES, Inc. Peer Support Specialist Job Description. I agree to keep it readily available and to refer to it often.**

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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