IPS CERTIFIED PEER SPECIALIST I

**Minimum Qualifications:** High School Diploma and Peer Specialist Certification through Alabama Department of Mental Health; valid Driver’s License and acceptable driving record and automobile insurance; CPI, CPR, and First Aid Certification. At least a minimum knowledge of the following: psychotic disorders in the adult population; cultural diversity; behavior management crisis intervention, and interventions common to acute psychotic episodes; psychiatric rehabilitation principles; community employment resources; and educational methods appropriate to adults with psychotic disorders. Experience providing employment services and knowledge of the work world are preferred. Ability to work as an effective team player is essential.

**Primary job functions and performance expectations:**

Specific Peer Support Responsibilities:

Promoting self-determination, recovery, self-advocacy and self-direction by assisting individuals in identifying strengths, wellness goals, setting objectives and identifying barriers

Attending treatment team meetings with the individual to promote the individual’s use of self-directed advocacy tools, assisting the individual in goal planning and participating with the individual and the Employment Specialist in the development of the PCP/Career Profile and assisting the individual in learning how to ask for appropriate services in the community.

Engaging individuals in other programs and services to encourage employment

Modeling self-advocacy skills for addressing disclosure issues or requesting job accommodations

Teaching wellness management strategies and helping individuals develop their own self-management plan/tools to use in the workplace and in their personal lives by using manualized strategies such as IMR/WMR. WRAP and others

Connecting to support groups in the community to learn from other peers, to promote hope, to problem solve through work situations and to decrease social isolation

Providing education to other members of the IPS Supported Employment Team and Treatment Teams to increase their understanding of self-advocacy and peer support roles, and to promote a culture in which an individual’s points of view and preferences are recognized, understood, respected and integrated into service delivery

Providing resources and teaching transportation skills for work

Sharing own personal story of lived experience to model how to choose, obtain and keep employment; TO BE COMPLETED AT LEAST ONCE EVERY 6 MONTHS

Supporting individuals in making informed decisions about supported employment and building community connections

Supporting the individuals in the vocational choices they make and supporting them in overcoming job-related concerns

Building social skills in the community that will enhance job acquisition and tenure

Assisting in overcoming barriers to employment and addressing workplace challenges

Assisting in obtaining the proper documentation necessary for employment

Researching with the individual businesses and/or industries in which the person is interested

Assisting the individual in completing applications, resumes, cover letters, etc.

Exploring career and educational aspirations with the individual

Assisting in teaching skills related to job-seeking, such as using the computer

Attending recovery support groups and NA/AA meeting with the job seeker if appropriate

Assisting with financial wellness using tools for money management and asset development

Supervision and Consultation:

Seeks Supervision and consultation as needed

Attends all scheduled team and supervisory meetings

Accepts and employs suggestions for improvement

Documentation and Record Keeping:

Maintains confidential files containing required information for each supported employment program participant

Maintains documentation for those individuals receiving services

Provides timely documentation that meets the requirements of various funding sources including Vocational Rehabilitation & Alabama Department of Mental Health

Interactions with program clients, visitors and co-workers:

Treats clients with care, dignity and compassion

Respects clients’ privacy and confidentiality

Is pleasant and cooperative with others

Assists clients and visitors as needed

Does not allow personal values to interfere with developing relationships and care for others

Is sensitive to the clients’ needs, expectations and individual differences

Is gentle and calm with clients and families

Administrative and Other Duties as Assigned:

Actively participates in Performance Improvement activities

Actively participates in Fidelity reviews as required

Completes assigned tasks in a timely manner

Adheres to all Central Alabama Wellness Policies and Procedures

Completes all required agency & Alabama Department of Mental Health required training as well as other training opportunities that are determined to enhance job performance and service delivery

To Apply, please email your resume to:  [recruiting@centralalabamawellness.org](mailto:recruiting@centralalabamawellness.org)