



**JOB DESCRIPTION:** PEER SPECIALIST  
Date: February 2018  
Grade: 2  
Supervisor: Regional Director  
Exempt: No

**GENERAL PURPOSE:** Utilizes a psychosocial rehabilitative approach to support clients in their recovery.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Uses lived experience to model, mentor, and coach effective strategies for recovery
- Facilitates clients in their recovery by
  - assisting clients in setting their recovery goals
  - working with the client and treatment team to determine steps to achieve these goals
  - directing and teaching skills
  - monitoring progress towards goals
- Refers and links clients to community resources to maximize their functioning
- Advocates for services and resources that will aid clients to meet their basic needs, maintain independent living, and support their recovery
- Delivers strengths based, culturally sensitive, trauma informed services. These services may be delivered in various locations
- Attends staff meetings, in-service meetings, peer reviews, individual supervision meetings, and other meetings as requested or required

### **Center-Wide Essential Duties and Responsibilities**

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures for the Center.
- Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of the Center; and contractual guidelines.
- Responsible for supporting the Center's Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a *One Team Mindset*.
- Completes all administrative paperwork and Qualifacts documentation/time sheet (billing and personnel/payroll) as requested/required.
- Completes required competency training in Essential Learning and additional training as requested or selected by supervisor.
- Reviews and acknowledges Center policies and procedures as requested/required.

### **MISC. DUTIES AS ASSIGNED**

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

**SUPERVISORY DUTIES:** None

**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/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- High School diploma or equivalent
- Experience working with clients in a mental health or social service setting a plus
- Fluency in English required; Spanish preferred
- Successful completion of Peer Specialist Training preferred
- Ability to lead in a supportive, professional manner
- Ability to work well with other agencies and businesses in the community
- Ability to facilitate groups
- Ability to listen, problem-solve, and be solution focused
- Ability to meet due dates, time requirements, and commitments
- Ability to communicate clearly with clients, staff, and the public
- Ability to relate in a supportive and non-judgmental manner with persons in distress
- Ability to assess level of risk and make appropriate judgment for resolution of client emergencies to affect a safe outcome
- Ability to operate a vehicle and maintain a valid driver license and adequate car insurance.
- Basic computer and keyboarding skills
- Ability to enter data on the Center's computerized record keeping system
- Ability to interact with people in a professional, friendly manner
- Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

- Often requires driving a personal vehicle or Center vehicle within the community and between Center offices.
- Works extended hours in front of a computer monitor
- Required to talk and hear
- Often requires sitting and use of hands and fingers, to handle or feel
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl
- Vision abilities required by this job include close vision
- The noise level in the work environment is usually quiet to moderate
- May need to provide services in noisy and unclean locations in the community

***I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.***

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Signature

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Date