

**BENTON COUNTY POSITION DESCRIPTION**

<b>CLASSIFICATION</b>	<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>FLSA STATUS</b>
Program Specialist	B	2	1	Non-Exempt
<b>POSITION TITLE:</b>	<b>Peer Specialist</b>		<b>POSITION#:</b>	
<input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Revised</b>	<b>Date:</b>	<b>3/3/2014</b>		
<b>Service Type:</b>	AFSCME			
<b>Employee Name:</b>		<b>Department:</b>	<b>Health Department</b>	<b>Supervisor:</b> <b>Behavioral Health Services Manager</b>
<b>FTE:</b>	1.0	<b>Employment Status:</b>	Limited Duration Full Time	

**Position Summary:**

Functions as a community outreach worker within the public health program to assist community members address over- all health improvement goals and participates as a care team member to provide client centered services within the behavioral health program to improve engagement and participation in services. Provide services at multiple sites in Benton County.

**Essential Duties:**

No.	Major Functional Area (MFA)	% of Time
1	<p><b>MFA:</b> Peer Specialist Provider and Advocate</p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>• Provide recovery oriented peer services (model positive recovery skills; social support, act as a navigator to connect individuals with ancillary medical and mental health service, provide a safe place to discuss concerns with a non-clinical person about their mental status and teach advocacy skills) as part of a client centered care team to individuals enrolled in the behavioral health program under the supervision of a QMHP.</li> <li>• Provide recovery oriented peer based skills services such as providing a peer advocate perspective for individuals receiving outreach with serious and persistent mental illness.</li> <li>• Serve as a member of the Assertive Community Treatment team to help individuals avoid hospitalization and remain in the community.</li> <li>• Provide respite service to individuals in the behavioral health program.</li> <li>• Conduct and oversee the peer run employment program. Conduct evidence based health and wellness groups.</li> </ul>	40%
2	<p><b>MFA:</b> Targeted Outreach/Engagement to Special Populations</p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>• Distribute outreach and other health promotion and education strategies and materials to engage identified individuals and/or communities.</li> <li>• Facilitate access to internal and external services, resources and programs.</li> <li>• Facilitate links with the CHC's Community and Clinical Health Navigators to assist clients and their families to access available primary care services and to help clients understand and navigate the health care service delivery system.</li> <li>• Serve on community coalitions, advisory groups, and task forces serving identified population to increase culturally appropriate outreach, operational coordination/collaboration, and effectiveness</li> </ul>	30%

3	<b>MFA: Data Collection, Reporting, and Evaluation</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Utilize program-relevant data to assist in service delivery, monitor health status indicator measures, and program outcome compliance, improvement and evaluation.</li> <li>Assist to complete reports as assigned.</li> <li>Assist to maintain compliance with Federal, State, County and other program elements, requirements, deliverables, etc.</li> <li>Attend training events and other professional development opportunities required by funding source or determined to be useful in improving program effectiveness.</li> </ul>	15%
4	<b>MFA: Special Projects</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Participate as a member of inter-disciplinary teams to improve and integrate services.</li> <li>Continuing education and training specific to program needs</li> </ul>	15%
5	<b>MFA: Other Duties As Assigned</b> <b>Essential Duties:</b>	
<b>Percentages should total 100%</b>		<b>100%</b>

**Special Requirements:**

Approved Peer Specialist training certification required. Must be an individual in recovery from a mental illness.

**Physical Requirements:**

Physical Demands:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The employee may work any hours as urgent and emergent work demands, nights and weekends. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally:  work with angry or hostile clients or members of the public,  work with toxic substances and biohazards, and  exposure to infectious illnesses.

**Emergency Preparedness:**

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

**Quality Improvement Participation:**

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_