

# COLORADO MENTAL WELLNESS NETWORK

## PEER SUPPORT SPECIALIST – JOB DESCRIPTION



### SUMMARY

This is a part-time position doing outreach and navigation for at-risk patrons as part of a new citywide initiative. For this position, a “Peer Support Specialist” is defined as an individual living in recovery from mental health and/or substance use conditions with at least 60 hours of peer specialist/recovery coach training. The Peer Support Specialist will function as a role model to peers; exhibit competency in personal recovery and use of coping skills; and serve as a peer advocate, providing information and peer support for clients in various settings. The Peer Support Specialist will be an employee of CMWN and receive support from its Executive Director, Recovery Education Manager, Operations Manager, Advocacy and Outreach Coordinator, and a direct Supervisor. This is a grant-funded position and subject to continuation of the grant award.

### JOB RESPONSIBILITIES

- Perform targeted outreach in and around our partnership sites in Denver and other future locations identifying patrons in need of support.
- Receive referrals from staff and perform assessments to determine the peer’s needs.
- Assist in obtaining services that suit that individual’s support/recovery needs by providing names of staff, community resources, and groups that may be useful.
- Inform clients about community and natural supports and how to use these in the recovery process.
- Connect individuals to appropriate social service agencies and/or enroll in benefits as needed [specific training will be provided].
- Lead peer support groups with support and guidance from a CMWN peer staff.
- Utilize tools such as the Wellness Recovery Action Plan® (WRAP®) to assist clients in creating their own individual wellness and recovery plans.
- Support partnership sites and future location staff by de-escalating situations in which an individual is in distress and needs trauma-informed peer interventions.
- Provide individuals with emergency supplies as needed (e.g., bus tokens, hygiene products, first aid items).
- Maintain a working knowledge of current trends and developments in the peer support specialist field.

### ADMINISTRATIVE/ GENERAL DUTIES

- Participate in regular supervision meetings with CMWN staff supervisor and onsite clinical supervisor.
- Provide superior customer service and maintain a positive attitude.
- Provide documentation of hours worked weekly to the CMWN staff supervisor.
- Adhere to requirements and reporting needs of the grant.
- Other duties as assigned

## **QUALIFICATIONS**

Individual should possess a minimum of a high school diploma and/or GED and have good working knowledge of the social services industry. The candidate must have knowledge of the recovery process and the ability to facilitate recovery using the Colorado Core Competencies for Peer Specialists and have knowledge and skill to teach and engage in basic problem-solving strategies to support individual clients in self-directed recovery. The candidate must have experience working with multiple stakeholders in the healthcare field and demonstrated ability to perform targeted community outreach. Must have a valid driver's license, a reliable vehicle, and willingness to travel within the Denver-metro area periodically. Must be computer proficient with knowledge of Microsoft Office software and possess strong organizational skills. A background check is required for this position, however, failure to pass a background check does not automatically exclude a candidate.

## **PHYSICAL REQUIREMENTS**

- Must be able to remain in a stationary position 40% of the time; other times able to stand or move around (approximately 60% of the time).
- Some work performed outside in the elements, must be willing to work - at times- in exposed conditions when conducting outreach.
- Use hands/fingers to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Carry, lift, move equipment and supplies weighing up to 30 pounds.

## **SUPERVISORY RELATIONSHIPS**

Reports to the Partnership Site Supervisor and the Recovery Education Manager at CMWN.

## **SALARY**

\$14.00 /hour (no health benefits are available for this project)

## **WORK HOURS**

20 hours per week (M-F)

## **CMWN IS AN EQUAL OPPORTUNITY/ANTI-DISCRIMINATION EMPLOYER**

The Colorado Mental Wellness Network (CMWN) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, CMWN complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

CMWN expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CMWN's employees to perform their job duties may result in discipline up to and including discharge.