

# FOUR RIVERS BEHAVIORAL HEALTH

## Official Posting Notice

Effective [1/29/18] two (2) FT vacancies for this position has been declared at the [Adolescent ACT]. Any individual interested in this position should contact the FRBH Human Resource Department at 425 Broadway, Paducah, KY 42001; phone # (270) 444-3625.

**Job Title:** Peer Support Specialist  
**Pay Grade:** Part time 2 / Full time 4  
**Wage and Hour Status:** Non-Exempt

**Assigned to Scale:** March 14, 2007  
**Revised:** September 18, 2008  
May 25, 2017

## JOB DESCRIPTION

### I. Position Overview:

This position can be either part time or full time and does not necessarily have regular working hours. The person in this position may be expected to work days, evenings, nights, weekends, holidays, or other times as necessary to assist with specific programs or consumers. This position is primarily responsible for assisting with practical programmatic tasks and peer-mentoring functions that will enhance the likelihood of assigned consumers' recovery. This position, like all FRBH positions, may also be responsible for a variety of tasks that are nonetheless essential under the heading of "Miscellaneous Duties". This position reports administratively and clinically as identified in the specific specialist's Appointment Letter.

### II. Major Tasks / Responsibilities

#### A. Programmatic

1. Assists in planning program activities relevant any program assignment.
2. Assists in identifying and securing resources needed to conduct any program assignment.
3. Assists in maintaining an inventory of supplies necessary for the operation of any program assignment.
4. Assists in the implementation of assigned program activities and rules, including monitoring consumers and the environment to assure safety.
5. Observes and communicates consumer behaviors and reactions to interventions as assigned.
6. Provides and/or facilitates consumer transportation as assigned

#### B. Peer Mentoring

1. Provides appropriate encouragement, support, and interactions to assigned consumers and the consumers' significant-others.
2. Maintains knowledge of and makes consumer referrals to community resources.
3. Provides general guidance, via telephone, to individuals who contact his/her program assignment regarding community resources.
4. Conducts practical self-help, skills-building, and/or tutorial activities as directed and monitored by supervisors.
5. Assists consumers, via real-time instruction, with activities that establish or maintain a community placement.

**C. Miscellaneous**

1. Meets productivity standards as assigned.
2. Assists with documentation of services and activities provided according to corporate policies, procedures and guidelines.
3. Completes paperwork, time sheets, etc., in an accurate and timely manner.
4. Attends and participates in program and clinical staff meetings as assigned.
5. Attends periodic meetings and/or trainings as assigned.
6. Performs other duties or responsibilities as needed or assigned.

**III. Minimum Qualifications**

- A. Must possess certification as a Peer Support Specialist
- B. Must have a valid driver's license and insurable driving record.
- C. Must be cognizant of his/her function as a role model, have knowledge of social roles, and be appropriate in manner and appearance.
- D. Must have good problem solving skills, demonstrate good judgment, and have the ability to act appropriately and judiciously in a crisis situation.
- E. Must pass law enforcement and any other required background checks.
- F. Must meet any program-specific health status requirements (e.g. negative for TB).

**Confirmation**

**With my signature below I affirm that this job description was explained to me on the date indicated.**

\_\_\_\_\_  
**Candidate/Employee**

\_\_\_\_\_  
**Date of Explanation**