



**TOUCHSTONE**  
MENTAL HEALTH

## JOB DESCRIPTION CERTIFIED PEER SPECIALIST

**Program:** Residential Treatment  
**Reports To:** Clinical Supervisor

**Classification:** Exempt  
**FTE:** Half Time

### Position Summary

This position is responsible for providing rehabilitative skills training, guidance, encouragement and support for clients. It requires a varied schedule including some day, evening and weekend hours.

### Essential Job Functions

#### Agency

- Maintain the vision, mission and values of TMH
- Remain up-to-date regarding the various programs of TMH
- Remain up-to-date regarding agency policies and procedures and perform all functions in accordance with TMH policies and procedures.
- Provide the highest quality of customer service consistent with TMH's values and standards.

### Supportive & Motivational Client Relations

- This position will work in the community with recipients of the program to assist them in setting and achieving rehabilitation goals, securing employment, completing paperwork, providing mentorship, and other duties as assigned.
- Establish supportive, motivational and therapeutic relationships with clients, ensuring an atmosphere of safety, security and responsible mental health care.
- Serve as a role model and coach for clients regarding developing and using effective problem solving, decision-making, conflict resolutions, independent living skills and responsibilities.
- Know current level of functioning of clients and appropriate needed interventions. Assist clients in understanding and management of mental health issues. Observe client behavior and physical and emotional symptoms and perform behavioral management interventions, as needed. Address co-occurring chemical health concerns.
- Assist clients in understanding and management of mental health and chemical dependency issues. Meet regularly with clients to assist in skill building for managing symptoms of their illness.
- Learn the independent living skills development needs of clients to assist clients in implementing goals and objectives for meal planning and preparation, housekeeping, laundry, proper use of household appliances and furniture, shopping, budgeting, etc. Provide training, demonstration, and observation both individually and in group sessions about identified areas. Make accommodations as needed to assure client and staff safety. Provide assistance if a client is not able to complete a task.
- Monitor self-administration of medications to assist in skill building for managing their illness.

### Program Administration

- Ensure the facility is clean and secure. Perform daily housekeeping and house management duties, as well as routine maintenance tasks as needed. Report any needed facility repairs. Notify appropriate staff when supplies need to be reordered.
- Prepare, serve and clean up after meals. Follow program and external guidelines and policies for kitchen safety and cleanliness.
- Prepare space for new clients. Assist clients who are moving in or moving out of the facility.
- Assist with group activities. Promote and generate enthusiasm for programming.

### Program Team Member

- Participate in team meetings and processes for communication concerning clients and facility.
- Follow established program and agency protocols, policies and procedures, including documentation. Provide team with thorough, timely, legible, accurate, objective information. Provide input for client care plans. Collaborate with staff regarding client goals and objectives.
- Maintain a collaborative relationship with team. Provide help to other team members as needed.
- Participate in creating an overall positive community atmosphere with other staff and clients.
- Supervise facility as senior staff on shift when necessary. Be available for scheduled shifts as well as emergency coverage on short notice, if necessary.
- Complete required trainings, both upon hire and annually.

## **Other Duties**

- As assigned.

## **Physical Requirements**

The work of this position entails the use of standard office equipment as well as a wide variety of household appliances and equipment including but not limited to the clothes washer and dryer, dishwasher, stove, microwave oven and vacuum cleaner. The work of this position requires that the incumbent be able to see, hear, speak, read and write English clearly in order to ensure client welfare and development. This position requires the ability to drive an automobile. This position will also be approved to use agency vehicles. The incumbent must be able to climb stairs, reach, stand walk, and feel 2/3 or more of the hours worked; remain in a static position, perform repetitive motion, and carry up to 2/3 of the hours worked; and, stoop kneel, crouch, push, pull, lift, and grasp up to 1/3 of the hours worked. The incumbent must also be able to lift up to 25 lbs from the waist, knee or floor.

## **Qualifications**

### **Education and Experience**

- Must be certified as a Peer Specialist
- 21 years of age and possess a high school diploma or equivalent (some college preferred).
- Self-identified current or past recipient of mental health services
- Experience with homeless population and working in team environments.
- Ability to meet the Minnesota Department of Human Service Rules for qualifications of a mental health practitioner or rehabilitation worker required.
- Experience working with people who have severe and persistent mental illness preferred.
- Experience or knowledge of chemical dependency issues for adults with mental illness preferred.

### **Knowledge, Skills and Abilities**

- Knowledge of and ability to intervene appropriately in crisis prevention and de-escalation when necessary.
- Ability to communicate effectively and persuasively orally, in writing and on both an interpersonal and group level.
- Excellent interpersonal skills with people from differing backgrounds and cultures.
- Ability to maintain confidentiality of client information and appropriate boundaries.
- Familiarity with Microsoft Office suite, particularly Microsoft Outlook.
- Ability to maintain a clean driving record, a current driver's license, and auto insurance coverage meeting Touchstone Mental Health policy limits.

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The above statements are not intended to encompass all functions and qualifications of the position. Rather they are intended to provide a general framework of the essential requirements of the position. Job incumbents are required to perform other functions not specifically addressed in this job description.

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Signature

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Date