

HORIZON HOUSE, INC.
Job Description/Factors for Appraisal

Name:	Type: <input type="checkbox"/> JD Sign-Off <input type="checkbox"/> Orientation <input type="checkbox"/> Annual		
Title: Youth Peer Support Specialist	Grade: 6	JD #: P3012.118	FLSA: N-Exempt
Division: Behavioral Health Services		Issue/Revision Date: November 2017	
Department: Psychosis Education, Assessment, Care and Empowerment (PEACE)		Supervisor: Program Coordinator	

Purpose:

The Youth Peer Support Specialist will be an individual who has had direct experience with mental health services and will utilize those experiences to collaborate with, coach and challenge individuals to view their life situations as an opportunity for growth and change within each individual's recovery. The Youth Peer Support Specialist will aid mental health providers and youth/young adults to move toward self-advocacy in the attainment of their own, culturally specific life goals.

- To function as a fully integrated member of a collaborative, multidisciplinary team that promotes self-determination, personal responsibility and empowerment inherent in self-directed recovery.
- To assist program participants with psychosis to regain control over their own lives and their own recovery process.
- Assist youth and young adults in understanding components of recovery and resiliency and in applying skills to achieve life goals.
- Participate in ongoing program development and enhancement at partner agencies, building on the strengths of youth/young adults and maintaining youth/young adults' connections to the community.
- Support agency staff in efforts to engage youth/young adults in services.

Supervision Received:

- Receives direct supervision and ensures training from the Lead Resilience Counselor

Supervision Exercised:

- N/A

Qualifications:

- A person who is self identified as meeting or has met criteria for prodromal or psychotic disorder who has utilized mental health and/or co-occurring services and has been trained and certified to help her/his peers identify and achieve specific self-determined goals.
- Has completed an approved peer specialist certification training curriculum.
- Must be a Certified Peer Specialist - certified by a PA State approved entity.
- Demonstrates knowledge of recovery/wellness principles and ability to model and mentor the recovery process and demonstrates effective coping skills.
- A high school diploma or GED and within the last three (3) years has maintained at least 12 months of successful full or part-time paid or volunteer work experience or obtained at least 24 (24) credit hours of post-secondary education; or any combination of experience, education or training that would provide the level of knowledge, skill and ability required.
- Ability to establish supportive trusting relationships with people with mental illnesses and respect for peoples' rights and personal preferences is essential.
- Good oral and written communication skills.
- Ability to meet agency productivity and documentation standards
- Strong interpersonal skills
- Ability to work independently and as part of a focused interdisciplinary team.
- Possession a valid driver's license with an acceptable driving record required.

Scope:

- Frequent interactions with youth/young adults who are at different stages of recovery.
- May be required to assist with crisis intervention in emergency situations in an ancillary/supportive role educating and supporting peers in the development and implementation of WRAP and Advanced Directives.
- Interact with youth/young adults as a peer by sharing common experiences and modeling resiliency and recovery.
- Requires the ability to lift, carry, fold, kneel, stack, stoop and bend which may include direct intervention with participants.
- Possess manual dexterity and fine motor skills.
- Light lifting and/or carrying, not to exceed 25 lbs.
- Local travel required.
- Flexibility in scheduling.

Principle Duties/Performance Factors for this position are listed on the following page(s).

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Principle Duties/Performance Factors

	Outstandng (5)	Surpasses Requirmnt (4)	Satisfies Requirmnt (3)	Requires Improvmnt (1)	Unsatisfactory (0)
1. In collaboration with the interdisciplinary PEACE treatment team, provide program participants with counseling and support to identify self-determined goals.					
2. Serve as a mentor to PEACE program participants to promote Hope and empowerment in their recovery process.					
3. Act as an informal educator to other PEACE team members to facilitate understanding and empathy with each person's unique and subjective experience and perceptions.					
4. Collaborate with the team to promote a team culture in which self-determination and decision-making in recovery planning are supported.					
5. Assist program participants in identifying, understanding, and combating stigma and discrimination associated with mental illness and develop strategies to reduce self-stigma.					
6. Work with team members to identify and understand culture-wide stigma and discrimination against people with mental illness and develop strategies to eliminate stigma within the team.					
7. Collaborate with the team to ensure the protection of participant's rights and to improve their knowledge of participants' rights and grievance or complaint procedures.					
8. Increase awareness of and support program participants' access and involvement/participation in self-help programs and consumer advocacy organizations that provide additional recovery resources and supports.					
9. Serve as the liaison between the team and consumer-run programs such as self-help groups and drop-in centers.					
10. Support program participants' recovery, using tools including WRAP, to help people with personal goals for symptom management.					
11. In collaboration with the interdisciplinary team, teach and support the development of peer support groups including promoting the development of peer group leadership.					
12. Perform other peer support duties and responsibilities as they relate to the overall enhancement of program service delivery.					

	Outstandng (5)	Surpasses Requirmnt (4)	Satisfies Requirmnt (3)	Requires Improvmnt (1)	Unsatisfactory (0)
13. In collaboration with the interdisciplinary team, provide peer support services as part of community integration services to program participants on an individual basis in the office and in community settings to teach wellness management techniques.					
14. Cooperation and Team Effectiveness: Works effectively with others towards common unit goals. Establishes and sustains a positive impact on people. Actively and positively contributes to morale and teamwork.					
15. Flexibility and Adaptability: Adjusts behavior, style or schedule as situations change. Handles multiple tasks.					
16 Independence: Performs work assignments with minimum need for supervision and guidance.					
17. Initiative, Interest and Motivation: Originates actions and actively influences events. Offers suggestions without waiting to be asked. Anticipates and responds to others' needs promptly and courteously.					
18. Interpersonal Communications: Effectively expresses self. Listens attentively. Creates a climate of open communication. Respects confidentiality and privacy. Treats people with dignity and respect.					
19. Management Support: Keeps supervisor well informed of status of assignments. Responds to requests and leadership of supervisor. Helps supervisor gain support for unit goals and plans.					
20. Planning, Productivity and Time Management: Demonstrates ability to set goals, assign priorities, anticipate problems, establish limits and achieve results. Completes multiple tasks with timeliness. Schedules and uses time efficiently. Achieves quality results.					
21. Problem Solving and Analytical Skills: Identifies problems, secures relevant data to identify possible causes. Generates alternative courses of action and possible consequences. Reaches conclusions and solutions based on thorough analysis and reasoning.					
22. Written Communications: Expresses ideas and information clearly and concisely in written form.					
23. Attendance: Employee usually can be depended upon to be at work. When absent, follows appropriate call-out procedure.					
24. Punctuality: Reliability to be at work, meetings and appointments on time.					
TOTAL:					

The **Total** of all awarded points is:_____.

Divide by the total number of performance factors (**24**).

Equals an average of:_____.

____ This is an **orientation** evaluation and the employee is not eligible for an increase at this time. The employee **has/has not** passed the orientation period.

____ Employee has an **average below 3** and does not meet minimum requirements. A **60-day review period** is in effect from_____to_____during which demonstrated improvement is required. Willful misconduct during this period may still result in disciplinary action up to and including termination.

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EMPLOYEE RESPONSE
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This is to apprise you that you may submit any written commentary concerning your performance appraisal to be inserted with the appraisal in your personnel file. You may wish to comment on specific elements of the rating as well as its overall accuracy. Commentary must be submitted within seven (7) days after the review is covered with you.

"I have had an opportunity to examine my review and have received a copy of it. I have been apprised that I may submit commentary as outlined above."

Employee Signature_____ Date_____

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APPROVALS
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Rating Supervisor_____ Date_____

Endorsing Supervisor_____ Date_____

Human Resource Manager_____ Date_____