

Peer Support Specialist

POSITION SUMMARY:

This position is a full-time (37.5 hours per week) position with Crawford County and will include County benefits. However, the position is grant funded and subject to change if grant funding should change. The Peer Support Specialist (PSS) is an active member of the Crawford County Treatment Court Team, and provides peer support services to justice-involved clients with alcohol and/or drug addictions within the Treatment Court Program. Under supervision of the Treatment Court Coordinator, the Peer Support Specialist will function as a role model to peers; exhibiting competency in personal recovery and use of coping skills; serve as a consumer advocate, providing consumer information, access to recovery services, and peer support for clients in outpatient and inpatient settings. The PSS performs a wide range of tasks to assist peers in regaining independence within the community and mastery over their own recovery process.

The Peer Support Specialist must have, or have the ability to obtain, a State of Wisconsin Peer Support Specialist Certification within 6 months of hire date.

ESSENTIAL FUNCTIONS:

Using a formal goal setting process, the PSS will:

Assist new clients in developing a weekly schedule of appointments and program requirements.

Assist clients in articulating personal goals for recovery through the use of one-to-one and group sessions. During these sessions the PSS will support clients in identifying and creating goals and developing recovery plans with the skills, strengths, supports and resources to aid them in achieving those goals.

Assist clients in working with their case manager or treatment team in determining the steps he/she needs to take in order to achieve these goals and self-directed recovery.

Assist clients in locating and joining self-help (mutual support) groups, and attend these groups with clients, if necessary, during the initial phase of the program.

Utilize tools such as the Wellness Recovery Action Plan (WRAP) to assist clients in creating their own individual wellness and recovery plans.

Independently or with periodic assistance of higher graded treatment team members, utilize and teach problem solving techniques with individuals and groups; discussions will be utilized where clients will share common problems in daily living and methods they have employed to manage and cope with these problems. As one who has availed themselves to addiction recovery services, the PSS will share their own experiences and what skills, strengths, supports and resources they use. As much as possible, the PSS will share their own recovery story and as the facilitator of these sessions, will demonstrate how they have directed their own recovery.

ESSENTIAL FUNCTIONS (ctd.):

Support clients' vocational choices and assist them in choosing a job that matches their strengths, overcoming job-related anxiety by reviewing job applications, and providing interview tips.

Assist the Program Coordinator in developing and executing an established aftercare plan for program graduates

Facilitate one Peer Support Discussion Group per week for all participants of the Treatment Court Program

Facilitate two Alumni groups per month for active participants in the last 30 days of programming, and program graduates

Host an annual alumni dinner for graduates, team members, and guests

Attend all Treatment Court hearings, advocating for participants when necessary

Perform public outreach services in community facilities such as schools, prison, jail, etc.

Assist in the coordination and implementation of sober activities within the community

Document contacts and services, prepare reports and other written materials, and comply with all recordkeeping requirements, maintaining individual case files, and performing necessary data entry

Provide crises and short-term intervention for participants

Utilizing their recovery experience, the PSS will:
Teach and role model the value of every individual's recovery experience.

The PSS models effective coping techniques and self-help strategies.

Assist in obtaining services that suit that individual's 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.

Assist clients in developing empowerment skills and combating stigma through self-advocacy. This will be accomplished through regular meetings, individual or group sessions. Through the use of role playing/modeling techniques the PSS provides opportunities for others to show/demonstrate how they have handled similar problems, how to present themselves in certain situations, or how to handle problems that may arise in interactions with others.

The PSS will maintain a working knowledge of current trends and developments in the recovery field by reading books, journals, and other relevant materials, and by attending trainings approved by the Program Coordinator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Personal history allowing the ability to serve as a peer to clients who are criminal-involved, and struggle with alcohol and/or drug addictions.
- b. Knowledge of the Crawford County Treatment Court Program, including its processes and goals, phase requirements, expectations of participants, and general operations.
- c. Knowledge of the national program models, and national and state standards for drug courts.
- d. Knowledge of local criminal justice systems and county government.
- e. Knowledge of the Recovery process and the ability to facilitate recovery using established standardized, evidence based processes.
- f. Knowledge and skill to teach and engage in basic problem solving strategies to support individual clients in self-directed recovery.
- g. Knowledge and skill sufficient to use community resources necessary for independent living and ability to teach those skills to other individuals with addiction. The PSS may accompany clients to community resources to assist them in accessing these resources.
- h. Knowledge of how to establish and sustain self-help (mutual support) and educational groups by soliciting input from the participants on their strengths and interests.
- i. A valid driver's license is required as some driving and/or transportation may be required to take clients to medical appointments, job sites, social activities and other community resources.
- j. Excellent organizational and interpersonal skills.
- k. Ability to work as an effective and collaborative team player.
- l. Ability to write and speak effectively.
- m. Ability to maintain confidentiality and remain non-judgmental
- n. Skill and proficiency with Microsoft Word and Excel

SUPERVISORY CONTROLS:

The Peer Specialist is administratively assigned to the Crawford County Treatment Court Program and will receive supervision from the Program Coordinator. The supervisor provides continuing assignments and indicates generally what is to be done, i.e., setting up group or individual meetings, reviewing job applications, etc. The incumbent is expected to handle routine duties independently and is expected to establish common priorities for his/her assignments. Group teaching and facilitation work may be performed with the assistance of the supervisor or other treatment team members. Work is reviewed by supervisor to ensure that it is technically correct and that it conforms to established policies and previously given instructions. Assignments that are routine and repetitive are not reviewed by the supervisor unless there are problems. Work that is new or requires deviations from previous assignments is discussed with the supervisor who provides detailed instructions on how work is to be accomplished, or assigns another team member to assist.

COMPLEXITY:

The work involves providing support services for the client that requires assisting them in establishing goals and mechanisms to reach those goals. Decisions on establishing goals and formal action plans will always be made in conjunction with the client and case manager/treatment team and reviewed with the supervisor. Decisions regarding what needs to be done involve choices that require a simple analysis such as organizing facts in narrative or logical order and comparing them to past solutions in similar cases or to applicable criteria. Actions to be taken or responses to be made, such as advice to the client differs depending on the facts of the situation.

SCOPE AND EFFECT:

The Peer Support Specialist assists and guides clients toward the identification and achievement of specific goals defined by the client and specified in the Individual Treatment Plan (ITP).

The work involves a variety of routine, standardized tasks that facilitate work performed by higher level providers. Work performed by the incumbent will promote community socialization, recovery, self-advocacy, self-help, and development of natural supports.

PHYSICAL DEMANDS:

The work is primarily sedentary. Typically, the employee will sit to do the work. However, there may be some walking; standing; bending; carrying of light items such as books, papers, etc; accessing transportation and driving a government car or van.

WORK ENVIRONMENT:

Work will be performed in a wide range of settings, including the court house; in client, group or family homes; in community-based outpatient settings, community agencies; or in transport vehicles.