

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Peer Support Specialist
PROGRAM: Supportive Family Services
SUPERVISED BY: Family Support Coordinator
STATUS: Full-time/hourly/non-exempt
UPDATED: 5/24/2023

JOB SUMMARY: This position is responsible for providing direct peer support to families who are unhoused or recently housed, including the Strengthening Families 5 Protective Factor Framework Parent and Community Cafes. The Peer Support Specialist coaches and encourages participants using a strength based, trauma informed approach designed to build assets for social and emotional wellbeing. This position provides support to participants utilizing lived experiences while providing billable services.

QUALIFICATIONS:

Competencies: Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Ability to set and observe appropriate personal limits and boundaries. Demonstrate dependability, maturity, and initiative. Excellent inter-personal skills required. Ability to relate positively to family support coordinator, staff, employers, community service providers, and CSS participants. Flexibility to deal effectively with a variety of people, situations, problems and challenges. Must be at least 21 years of age and able to relate well to both children and adults; Demonstrate warmth, insight, interest, and respect for persons from different backgrounds.

Education/Experience: High School Diploma or equivalent minimum. Lived experience in the field; certification as a peer support specialist or the ability to obtain certification in the next 6 months.

Skills: Ability to support participants in crisis and housing stability management. Strong oral and written communication skills necessary. Ability to write clear, grammatically correct billable notes, spell and alphabetize; ability to complete paperwork thoroughly and accurately. Familiarity with Microsoft Office including but not limited to: Word, Publisher, Excel, Power Point, and Outlook.

DUTIES & RESPONSIBILITIES:

1. Facilitate Strengthening Families 5 Protective Factor Framework Parent and Community Cafes.
2. Developing, Modeling, and Supporting Independent Living Skills to support participants Care Plan.
3. Strong knowledge of community resources and ability to support participants in navigating the resources.
4. Plan and implement enriching family activities to reinforce the Strengthening Families model.
5. Collaborate with Case Management and Clinical teams to help participants achieve goals they have for their families.
6. Accurately document services provided in Apricot within program requirements.
7. Ability to establish effective relationships with families.
8. Act as a role model to inspire hope, share life experiences, and lessons learned when to do so will benefit the participant.

9. Flexibility to work nights and weekends as needed.
10. Positive solution focused demeanor while providing support under the Trauma Informed Care Model.
11. Assist with problem solving logistics for parents attending Parent and Community Cafes, such as transportation and childcare.
12. Be supportive by facilitating contacts in the community to promote learning of social and recreational skills and encourage a sense of belonging.
13. Assist in crisis intervention as necessary, obtaining police, medical, psychiatric, or other emergency services for client(s), as appropriate.
14. Manage client confidentiality; handle sensitive personal information.
15. Possess a valid Alaska driver's license and have reliable transportation. Willingness to provide transportation to families in personal vehicle.
16. Adapt to changing environments, think creatively and flexibly to meet the needs of participants and the program.
17. Other duties as assigned.

Physical Requirements: Ability to lift up to 50 pounds.

Training Requirements: Agency and department orientation; First aid/CPR; de-escalation techniques; blood borne pathogens and any other updated training, as required. Attend all staff meetings and in-service training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____