

Example Peer Support Specialist Job Description

You may modify this example as needed; however, we encourage you to maintain as much of the content below as possible to maintain clarity about the Peer Provider role.

Job Title: Certified Peer Support Specialist (CPSS)

Position Reports To: Peer Support Supervisor

Job Summary:

The CPSS works within the scope of practice as established by the [certification of Idaho CPSSs](#). As a fully integrated member of the professional team, the CPSS will provide peer support services to adults experiencing mental health challenges. All peer support services delivered will promote hope, wellness, recovery, and resiliency for participants. The CPSS will also support a culture of trauma-informed, recovery-oriented, person-centered, strength-based services within the agency.

Requirements:

- Personal lived experience with a mental health or co-occurring diagnosis and strength in personal recovery with at least one ongoing and continuous year in strong recovery
- Current Idaho CPSS certification
- GED or high school diploma
- Ability to pass a DHW criminal background check
- Solid understanding of recovery as a process that is unique for each individual
- Willingness to share one's recovery experience with participants and staff

Essential Responsibilities:

CPSS meets with qualified participants in their home and/or in the community to build relationships and support participants in setting and achieving self-directed recovery goals. The CPSS maintains confidentiality of all participant documents, files and communication in written, electronic and/or verbal form.

CPSS Duties:

- Share personal recovery experiences and develop authentic peer-to-peer relationships
- Support participants in developing self-directed recovery plans that build on participants' strengths and personal wellness goals
- Support participants in achieving their recovery goals
- Serve as a role model in recovery and support participants in finding hope and self-empowerment to live a self-directed life

- Encourage participants to guide their own recovery process and advocate for their needs and rights with their treatment team and in the community
- Support strategies for participants to identify wellness tools, problem solve, advocate for themselves, combat negative self-talk, overcome fears, and build hope
- Provide individualized support in accessing community resources and maintaining natural supports in the community of the participant's choice
- Promote a culture of trauma-informed, strength-based, person-centered, recovery-oriented care within the agency
- Prepare strength-based case notes on the peer support services provided and encourage participant involvement in writing their case notes

CPSS Role on the Team:

- Communicate with the Team about participants' strengths, accomplishments, and choices in relation to their recovery goals
- Serve as a resource to the Team on incorporating recovery-oriented strategies and tools into all services that are offered
- Reinforce an approach of participant self-determination in all aspects of service planning and support a reduction of stigma in the agency environment
- Provide ongoing perspective to Team members on the experience of living with mental illness and navigating a recovery process
- Provide input in developing trauma-informed, person-centered, strength-based, recovery-oriented assessments and service plans
- Maintain documentation as required including recovery plans, reviews, and case notes
- Participate in training required for Team members and encourage training on trauma-informed, strength-based, person-centered recovery-oriented topics for all staff

CPSS Employee Responsibilities:

- Submit weekly time sheets
- Participate in 90 day and annual evaluation interviews regarding one's experience working as a CPSS
- Participate in ongoing evaluation of peer support programming
- Respond to participant and staff phone calls in a timely and professional manner

Job Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to allow employees to perform essential functions.

Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing
- Ability to effectively present information and respond in written and/or oral format to questions from team members, participants, and other community members
- Ability to provide peer support while maintaining appropriate professional boundaries with participants
- Ability and willingness to participate as a member of a multidisciplinary team
- Computer skills in email, document management, and internet search
- Access to a vehicle for independent travel

Ethics and Professional Conduct:

- Ensure all participant records are maintained in a confidential manner
- Share participant information only with those for whom the participant has given consent
- Work with participants of all ages over 18, races, religions, and socioeconomic backgrounds in a respectful and non-judgmental manner
- Contribute to a recovery-oriented environment by using person-first language, respectful documentation, and person-centered planning
- Maintain professional boundaries with participants and not engage in inappropriate relationships or exchange money, gifts, or favors with participants
- Follow the Idaho Certified Peer Support Specialist Code of Ethics and Professional Conduct

Supervision:

The CPSS will report to the Peer Support Supervisor. The Supervisor will be responsible for day-to-day oversight and support of the CPSS's service delivery, participation on the Team, and understanding of agency policies and procedures. The Supervisor will provide support and technical assistance to the CPSS through individual coaching on applying the concepts and skills of recovery-based services. The CPSS will provide support to the Supervisor in understanding the peer support role and value of lived experience and recovery process.