

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Program Specialist	B	2	1	Non-Exempt
POSITION TITLE:	Peer Specialist- Family Support		POSITION#:	501016
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	Date:	3/3/2014		
Service Type:		AFSCME		
Employee Name:		Department:	Health Department	Supervisor: Behavioral Health Services Manager
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

The Family Support Specialist (FSS) is a peer with lived experience as a parent or guardian raising a child with emotional, behavioral, mental health, developmental or other health challenges. The FSS role is to support the parent/guardian, help them to engage in the programs in which they are enrolled, and actively participate on their team and/or treatment process and make informed decisions that drive the process. The FSS uses personal and professional life experience to help parents in navigating systems and to amplify parent/caregiver voice, choice and involvement. The FSS will work alongside our Wraparound and CATS (Crisis and Transition) teams to support the unique needs of these families by using consistent and unified principles of the Family Support practice and competencies. The FSS specializes in supporting the parent/guardian and will work closely with the Youth Partner who specializes in supporting the youth.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Peer Specialist Provider and Advocate Essential Duties: <ul style="list-style-type: none"> Provide recovery oriented peer services (model positive recovery skills; social support, act as a navigator to connect individuals with ancillary medical and mental health service, provide a safe place to discuss concerns with a non-clinical person about their mental status and teach advocacy skills) as part of a client-centered care team to individuals enrolled in the behavioral health program under the supervision of a QMHP. Provide recovery oriented peer-based skills services such as providing a peer advocate perspective for individuals and/or families receiving outreach with serious and persistent mental illness. Serve as a member of an interdisciplinary team to help individuals avoid hospitalization and remain in the community. Provide supportive services to individuals in the behavioral health program. Conduct evidence based health and wellness groups. 	40%
2	MFA: Targeted Outreach/Engagement to Special Populations Essential Duties: <ul style="list-style-type: none"> Distribute outreach and other health promotion and education strategies and materials to engage identified individuals, family members and/or communities. Facilitate access to internal and external services, resources and programs. Facilitate links with the CHC's Community and Clinical Health Navigators to assist clients and their families to access available primary care services and to help clients and families understand and navigate the health care service delivery system. 	30%

	<ul style="list-style-type: none"> Serve on community coalitions, advisory groups, and task forces serving identified population to increase culturally appropriate outreach, operational coordination/collaboration, and effectiveness 	
3	MFA: Data Collection, Reporting, and Evaluation Essential Duties: <ul style="list-style-type: none"> Utilize program-relevant data to assist in service delivery, monitor health status indicator measures, and program outcome compliance, improvement and evaluation. Assist to complete reports as assigned. Assist to maintain compliance with Federal, State, County and other program elements, requirements, deliverables, etc. Attend training events and other professional development opportunities required by funding source or determined to be useful in improving program effectiveness. 	15%
4	MFA: Special Projects Essential Duties: <ul style="list-style-type: none"> Participate as a member of inter-disciplinary teams to improve and integrate services. Continuing education and training specific to program needs 	15%
	Other Duties As Assigned	
Percentages should total 100%		100%

Special Requirements:

Approved Peer Specialist training certification required OR be able to obtain within 6 months of start date. Must have experience as a parent or guardian of a child involved in the mental health system.

Physical Requirements:

Physical Demands:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The employee may work any hours as urgent and emergent work demands, nights and weekends. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: ☒ work with angry or hostile clients or members of the public, ☐ work with toxic substances and biohazards, and ☒ exposure to infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

Quality Improvement Participation:

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____