



WORKING TITLE: VETERANS COMMUNITY ENGAGEMENT PEER SPECIALIST	CLASSIFICATION: HUMAN SERVICES ASSOCIATE
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: COMMUNITY SUPPORT SERVICES
PAY RANGE: OPEU 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8835
PPE: PER WORK LOCATION	REVISION DATE: APRIL 2021

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Provides individualized, person-centered outreach and community engagement efforts and services for the veteran population. Responsible, as part of a multidisciplinary team, to provide outpatient mental health peer services that promote and support adults with mental health diagnoses in pursuing recovery goals.

SUPERVISION RECEIVED:

Works under supervision of a Human Services Specialist or Program Manager.

SUPERVISION EXERCISED:

Supervision is not a usual responsibility of this position.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Coordinates and/or participates with the Joining Community Forces Steering Committee.
- Assists with coordinating community awareness events.
- Conducts outreach activities in concert with other community partners or health providers to increase access to services or benefits for veterans and individuals with mental illnesses.
- Maintains close coordination with the Veterans' Services Officer.
- Conducts targeted outreach activities to generally inform Veterans, Veterans' survivors, and their dependents of the availability of services through the County Veterans' Services office, as needed.
- Assists Veterans and dependents in outreach settings outside the office, in a variety of community partnering agency locations, individual homes, or other gathering places.
- Assists veterans in accessing services within Yamhill County such as mental health or addictions services, as necessary.
- Collaborates with Mental Health Community Outreach Specialists to address veterans with acute mental health needs in community settings.
- Coordinates volunteer efforts related to veteran service such as utilization of volunteer drivers who assist veterans to medical appointments.

- Provides case management and assistance with system navigation for veterans who are in transition, who need extra short-term assistance through claims work, and/or those who might have other un-met health or social needs, as required.
- Maintains records and reports on outreach; compiling necessary feedback about the outreach effort, and current records of treatment as required according to agency and administrative rule standards.
- Leads recreational, social, and/or occupational activities.
- Provides supportive services to clients and/or families on a selective basis.
- Provides information to promote public interest and advocacy for services for individuals with mental health and/or substance use and/or developmental disorders.
- Participates in regular supervision with Supervisor as scheduled.
- Assists individuals in utilizing recovery skills.
- Provides linkage with local peer organizations.
- Assists the individual and treatment team in developing the individual service plan.
- Performs other administrative tasks required by the program supervisor.
- Participates in team/program staff business and supervision meetings as scheduled.
- Assists in program evaluation and research activities, as needed.
- Provides services as part of a multidisciplinary team and/or evidenced-based practice model, as needed.
- Shares personal experience with the symptoms, impact, and treatment of mental health challenges as indicated to support individuals.

JOB SPECIFICATION

KNOWLEDGE OF:

- Current federal and state legislation, programs, and rules relating to benefits for military service veterans and their dependents.
- Programs and activities of other agencies serving veterans.
- Board policies and procedures.
- Function of county government.
- Personal experience with the symptoms, impact, and treatment of mental health disorders.
- Concept of recovery and resiliency for individuals with mental health challenges.
- General mental health, co-occurring disorders, and other issues related to people with mental health and/or substance use conditions.
- Peer interventions that support clients in achieving recovery goals.
- Mandatory reporting requirements and the appropriate levels of information to be shared.
- Confidentiality rules, especially those specific to program area.
- Policies, rules, and regulations for program.
- Community and partner agencies and resources relevant to program.

SKILL IN:

- Communicating effectively, both orally and in writing, in diverse situations.
- Speaking in front of groups or individuals as a representative of the organization, and developing rapport with veterans.
- General keyboarding and computers

- Microsoft Windows environment inclusive of using Word, record keeping programs, general keyboarding, and other computer skills.

ABILITY TO:

- Establish and maintain appropriate, professional relationships with veterans, veterans' groups, and governmental agencies.
- Establish collaborative professional relationships with other professionals and organizations throughout the community in order to strengthen our Division's ability to fulfill our mission.
- Work closely as a teammate of the Veterans' Services Officer and Program Manager in planning targeted outreach activities.
- Work within the scope of the position
- Benefit from in-service training activities
- Interact with the public in a pleasant, tactful, and courteous manner.
- Work harmoniously with peers and professionals in various disciplines and to meet and work with other professional and nonprofessional people in the community.
- Understand the needs of individuals and gain the interest, respect, and cooperation of others.
- Treat others with dignity and respect.
- Display and work with ethics and integrity.
- Maintain confidential communications and protect confidentiality of records.
- Communicate effectively orally and in written form.
- Operate a motor vehicle.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A high school diploma/GED and two years of work or relevant experience in veterans' services. Must be a self-identified current or former recipient of mental health and/or substance use disorder services with personal experience and knowledge of recovery who embraces the philosophy of resilience and recovery and will be a role model for persons receiving mental health services.

Peer Support Specialist training from a state-approved program and current Traditional Healthcare Worker certification or ability to obtain certification within two months of hire.

Requires an NPI number or ability to obtain one upon employment. Must not be excluded from participation in federal health care or federally funded programs that provide health benefits and must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's

license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a variety of environment throughout the community. Incumbent will be working in non-office-based environment, and will need to be aware of safety considerations in those environments.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend, or lift up to 20 pounds.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.