



<b>WORKING TITLE:</b> PEER HOUSING SPECIALIST	<b>CLASSIFICATION:</b> HUMAN SERVICES SPECIALIST I
<b>DEPARTMENT:</b> HEALTH AND HUMAN SERVICES	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> OPEU 17	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIRMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8832
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JANUARY 2019

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Provides a wide range of supports, services, and advocacy that contribute to individuals/families affected by mental health and/or substance use disorders' ability to engage in treatment and pursue recovery goals. Assists individuals and/or families in accessing needed resources, addressing barriers related to mental health and/or substance use disorders, and engaging in activities that promote recovery. These services may include but are not limited to: individual and/or skills training, self-help support groups, drop-in centers, outreach services, education and advocacy. Will also be required to adhere to a rental agreement with Housing Authority of Yamhill County in order to reside on-site at transitional housing complex and provide housing support and coordination.

***SUPERVISION RECEIVED:*** Works under general supervision of Human Services Specialist or Program Manager.

***SUPERVISION EXERCISED:*** Supervision is not a 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:**

- Leads recreational, social, and/or occupational activities.
- Serves as a link between clients and other needed services.
- Provides supportive services to clients and/or families on a selective basis.
- Serves as primary skill trainer in selected individual or group activities.
- Supports in carrying out agency programs.
- Assists with promotion and development of new programs and resources in the community.
- Provides information to promote public interest and advocacy for services for individuals with mental health and/or substance use and/or developmental disorders.
- Assists individuals in developing and utilizing recovery skills.
- Provides linkage with local peer organizations.
- Assists the individual and treatment team in developing a care coordination plan.
- Maintains current records of treatment as required, including service plans, updates of plans, summaries, and reports of progress according to agency and administrative rule standards.
- Performs other administrative tasks required by the program supervisor.

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- Participates in team/program staff, business, and supervision meetings as scheduled.
- Assists in program evaluation and research activities.
- Provides services as part of a multidisciplinary team and/or evidenced-based practice model, as necessary.
- Shares personal experience with the symptoms, impact, and treatment of mental health challenges as indicated to support individuals.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Establishes and maintains good standing and abides by all terms and conditions as required by other tenants who reside on the premises and as outlined by Housing Authority of Yamhill County (HAYC).
- Establishes and maintains renter's insurance while residing on the premises.
- Makes rental payments as established by the first of every month.
- Maintains a presence on-site. Absence in excess of 24 hours shall require prior notification to the supervisor.
- Provides on-site coordination and peer support for transitional housing complex residents.
- Reports maintenance and facility needs.
- Facilitates a Person-Directed Housing Plan and Wrap Around plan.
- Assists with providing linkages to housings resource, including assisting with finding and maintaining safe, affordable housing.
- Assists with move-in/move-out inspection forms with residents, as necessary.
- Accompanies prospective residents to the properly prepared units, as necessary.
- Assists with obtaining all other verification required for compliance of the property, as necessary.
- Track and report outcome data as requested by supervisor.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Personal experience with the symptoms, impact, and treatment of mental health and/or substance use disorders.
- Concept of recovery and resiliency for individuals with mental health and/or substance use disorders.
- General mental health, co-occurring disorders and other issues related to people with mental health and/or substance use conditions.
- Skill training 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.
- Policy, rules and regulations for program.
- Community and partner agencies and resources relevant to program.
- Housing Authority of Yamhill County (HAYC) programs and procedures; including Section 8 rules and regulations, and Tenant Landlord law.

#### **SKILL IN:**

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

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- Effective communication, both verbally and in writing.

### **ABILITY TO:**

- Treat others with dignity and respect; works with integrity and ethically.
- Profit from in-service training activities.
- Maintain consistent and timely attendance.
- Maintain confidential communications and protect confidentiality of records.
- 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.
- Write concisely and prepare meaningful reports.
- Set clear boundaries with residents during non-work hours and refer to alternative supports.
- Attend work as scheduled and/or required.

### **MINIMUM EXPERIENCE AND TRAINING:**

A Bachelor's degree in human services related field OR a combination of at least one year's work experience AND two years' post-secondary education in human services related field OR a high school diploma AND three years' work experience in human services related field. Peer Support Specialist certification from a state-approved program 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).

### **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.

Requires self-identification as a current or former recipient of mental health and/or substance use disorder services, and must be a person with personal experience and knowledge of recovery who embraces the philosophy of resilience and recovery and is willing to be a role model for persons receiving mental health services.

Successful completion of a background check.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent works in the community and an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

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 regularly and 30 pounds occasionally.

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Contact with the public in home or office environments 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.*