

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED:** 3/27/07  
**DATE AMENDED:** 9/14/2017

**TITLE OF POSITION:** OP Peer Specialist - Adult

**POSITION NUMBER:** 20-15

**PROGRAM:** Bay, Holmes/Washington, or Jackson Adult Services

**COMPONENT:** Comprehensive Community Service Team

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Must be or have been a recipient of mental health services for a severe and persistent mental illness. Good oral and written communication skills required. Must have skills and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses, Respect for individuals' rights and personal preferences in treatment is essential. Must have a valid Florida driver's license and meet all Center requirements for vehicle operations and transportation of clients in Center and non-Center vehicles. Must have a high school diploma or GED.

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biannually).

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

**SUPERVISOR:** Adult Case Management Component Director

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$16,640.00

**WAGE AND HOUR STATUS:** Exempt: \_\_\_\_\_  
Non-exempt: xx

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES: \***

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Provide peer counseling and support, drawing on common experiences as a peer, to validate individuals' experiences and to provide guidance and encouragement to persons served to take responsibility and actively participate in their own recovery.
2. Serve as a mentor to persons served to promote hope and empowerment.
3. Provide practical help and supports, mentoring, advocacy, coordination, side-by-side individualized support, problem solving, direct assistance and supervision to help clients obtain the necessities of daily living including medical and dental health care; legal and advocacy services; financial support such as entitlements (SSI, SSDI, veterans' benefits); housing subsidies (HUD Section 8); money-management services (e.g., payee services); and transportation.
4. Provide expertise and consultation from a mental health consumer perspective concerning individuals' experiences with symptoms of mental illness, the effects and side-effects of medications, individuals' responses to and opinions of treatment, and individuals' experiences of recovery.
5. Help clients identify, understand, and combat stigma and discrimination associated with mental illness and develop strategies to reduce self-stigma.
6. Increase awareness of and support client participation in consumer self-help programs and consumer advocacy organizations that promote recovery.
7. In relating to clients, maintain clarity on the difference between helping and friendship behaviors. Exercise good judgment with seeking supervision as needed.
8. Assist in the provision of direct clinical services to clients on an individual, group, and family basis in the office and in community settings to teach symptom-management techniques and promote personal growth and development by assisting persons served to cope with internal and external stresses.
9. Share duties in the provision of rehabilitation services to include basic living skills training in areas such as budgeting, money management, household activities, personal hygiene, grooming, and use of community resources.
10. Provide work-related supportive services, such as assistance securing necessary clothing and grooming supplies, and transportation.
11. Provide ongoing assessment, problem solving, side-by-side services, skill teaching, support (prompts, assignments, encouragement), and environmental adaptations to assist persons served with activities of daily living.
12. Assist persons served to find and maintain a safe and affordable place to live. This may include apartment hunting, finding a roommate, landlord negotiations, cleaning, furnishing and decorating, and procuring necessities (telephone, furniture, utility hook-up).

13. Ensure that clients have adequate financial support (help to gain employment and apply for entitlements).
14. Help persons served to access reliable transportation (e.g., obtain a driver's license and a car and car insurance, arrange for cabs, use public transportation, find rides).
15. Assist and support clients to have and effectively use a personal primary care physician, dentist, and other medical specialists as required.
16. Provide side-by-side support, coaching and encouragement to help individuals socialize (going with a client to community activities, including activities offered by consumer-run peer support organizations).
17. Assist individuals to plan and carry out leisure time activities on evenings, weekends, and holidays.
18. Document services within specified time frames.

**OTHER ESSENTIAL FUNCTIONS:**

1. Travel required between multiple service sites, to the homes or residences of persons served, and within the community.
2. When no other alternatives are available, transport individuals in personal or Center vehicles.

Copy received by:

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Date: \_\_\_\_\_