



JOB DESCRIPTION

Forensic Peer Specialist

Reporting to: Supervisor, Comprehensive Services

EEO Category: Service Workers

Created Date: 7/10/2017

FLSA Classification: Non-Exempt

PRO: Community Based - Clinical

Modified Date: 8/23/17

POSITION SUMMARY

To engage with and support individuals and their families in pursuit of recovery and related goals. Works under supervision as part of a collaborative team both within Aspire clinical services and with local Problem-Solving/Drug Court. Responsibilities include provision of peer support, skills training, connection to community resources, home and community-based interventions, and maintaining communication with referring courts.

ESSENTIAL RESPONSIBILITIES

Consumer Engagement and Care (60%)

- Interact safely and effectively to engage in the recovery process
- Assist in identifying personal recovery goals, barriers to recovery, relapse planning and prevention and personal strengths in daily living skills
- Utilize own unique recovery experience to teach and role model the value of each individual's recovery experience
- Work with program manager/supervisor in identifying program elements that are supportive or destructive to recovery
- Teach and/or practice and observe critical skills to promote independence in all areas of daily living including: developing natural supports, independent living, mental health and substance use symptom management, medication management, problem-solving, conflict resolution and interpersonal communication
- Meet with individuals in their home and/or in the community to practice skills and observe progress
- Organize and conduct age-appropriate learning sessions in individual settings utilizing curriculums and structured trainings
- Attend treatment team meeting and other activities to represent the needs and perspectives of the consumer
- Collaborate and communicate with the Treatment Team, Recovery Coach Team and/or Problem-Solving Court Team in support of the individual's care

Coordination and Communication (10%)

- Build and maintain caring and trusting relationships with clients and family members, as well as a strong working relationship with Aspire staff and supervisors
- Build and maintain a strong network of external relationships, which may include drug court, DCS, other mental health agencies, health providers, community agencies, community resources, etc.
- Communicate effectively with the Utilization Management staff regarding prior authorizations
- Become knowledgeable regarding community resources and maintain a strong referral network
- Collaborate and communicate with all parties involved in working towards the individuals identified goals

- Participate in performance management and coaching; respond appropriately to direction and constructive criticism from management
- Provide ongoing communication and feedback to assigned supervisor regarding position responsibilities

Reporting and Documentation (15%)

- Responsible for timely, thorough and accurate documentation and billing in the Electronic Health Record (EHR) according to Aspire policies and procedures
- Thoroughly and accurately document the individual's behavior, progress toward individual goals and response to treatment interventions, and update treatment plans accordingly
- Seek and routinely document clinical supervision on all individual cases
- Timely completion and maintenance of case and agency paperwork according to Aspire standards and as required by external agencies (C/ANSA, BPHC, payee, etc), as well as internal unit and organizational reports and documentation
- Timely completion of all required unit and/or organizational reports and/or documentation according to policies and procedures (e.g. PTO requests, expense sheets, training requests, TB documentation, car insurance, etc.)

Professional Development (15%)

- Complete and maintain compliance with required trainings and education required for the position
- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training
- Proactively create and execute a professional development plan to stay current within field

Core Values

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and clients with love, empathy and compassion

Position-Specific Competencies

- **Patient** – Achieve recovery goals by working with clients in a steady and helpful manner
- **Detail-oriented** - Exercise organizational discipline in maintenance of accurate documentation systems and case management practices
- **Composed** – Remain calm in crisis situations to ensure client safety and well-being; Execute Aspire's crisis management process to mitigate and resolve situations as appropriate
- **Effective communicator** – Use two-way communication that demonstrates clarity, care and consideration for consumers beliefs, values and judgments
- **Collaboration** – Work with Therapist, Recovery Coach and Problem-Solving Court Teams to support and execute customized treatment/safety and relapse prevention plans

CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE

Education

- High School Diploma required
- Associate's or Bachelor's degree in Social Work, Psychology, Counseling or related field from a college/university accredited by the US Department of Education highly preferred

Experience

- One (1) year of related experience required if no Associate's or Bachelor's degree
- Personal Recovery time

- Basic knowledge of the Recovery Model

Other

- Ability to meet or exceed metric standards that have been established for this organizational level or position within Aspire
- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Must be able to work independently as well as collaboratively within a team setting
- Must be able to demonstrate the effective use of Aspire's Electronic Health Record (EHR)
- Must possess the ability to learn and/or operate relevant computer operating system environments, and demonstrate basic knowledge and skill in the use of typical office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Must comply with all Aspire policies and procedures, as well as Aspire's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates, and/or agents
- Must possess/maintain a valid driver's license, current automobile insurance and a driving record that meets the guidelines and requirements of the organization
- Must have reliable transportation and utilize personal vehicle to transport self/others and to attend trainings and/or meetings
- Display a positive work ethic

Background Checks

Employment is contingent on background checks as required by Aspire's policies which may include: Drug Test, Criminal History, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and/or Professional References

Supervisory Responsibilities

This position has no supervisory responsibilities

Work Hazard Category

Category II - Tasks that may involve exposure or potential exposure to blood, body fluids or tissues. Appropriate protective equipment will be readily available to every employee engaged in Category II tasks.

Physical Demands & Working Conditions

The nature of of work may generate considerable physical, mental and visual demands. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Community-based environment with heavy travel throughout the community in various types of weather/conditions; working from a mobile office when needed
- Ability to be flexible and work some early evenings during the Monday - Friday period
- Heavy exposure/use of computers, cell phones, office phones, etc.

- Daily, weekly, monthly, and/or annual deadlines
- Ability to communicate effectively via phone or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Frequently required to be physically mobile (stand, walk, reach, use hands and finger, stoop, kneel, crouch or crawl, climb, balance, bend) throughout work hours, and also the ability to sit for prolonged periods throughout work hours
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to lift files, open filing cabinets, climb to reach higher files, and lift average-weight objects up to 25 lbs; must be able to occasionally lift and/or move 50 or more pounds
- Must be able to respond appropriately and effectively in crisis situations by using good judgment and following Aspire protocols

Employee Statement of Understanding

I have read and understand the job description for my position. I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor. Duties, responsibilities and activities may change at any time with or without notice.

I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I will strive to uphold the mission and vision of the organization. I am required to adhere to the values in all my interactions with customers and fellow employees.

As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

Employee Signature

Date

Printed Name