

Therapeutic Health Services

Job Description

TITLE: Peer Support and Vocational Specialist/Clubhouse Coordinator

LOCATION:

STATUS: Non Exempt

SUMMARY OF RESPONSIBILITIES: Under general supervision, the Peer Support Specialist is an individual who self-identifies as a consumer of mental health services and is well grounded in their own recovery. They model resiliency in overcoming obstacles common to those with mental illness. This position will serve a wide diverse population of clients, all of whom have clear and persistent mental illness; they will help persons with mental illness identify goals that promote recovery and resiliency; and will assist in identifying services and activities to help them reach those goals and provide the support needed to accomplish them.

REPORTING RELATIONSHIP: Reports directly to the Vocational Supervisor

EXAMPLES OF WORK:

- Serve as a role model providing resiliency in overcoming obstacles common to those with serious mental illness. Assist consumers with identifying goals that promote recovery and resiliency and assist practitioners with identifying services and activities to help consumers reach those goals. Assist consumers with voicing interests and goals through appropriate channels.
- Lead and/or co-lead self-help support and education groups. Serve as agency representative to assigned Vocational Support Services.
- Coordinate Consumer Lounge activities by setting up, making coffee and serving food. Greet consumers, preparation, accessing public transportation and establishing/maintaining community based natural supports. Develop Job Station in the Community.
- Attend relevant meetings. Provide coverage for other Peer Support Specialists. Submit daily billing logs to Data Systems, and chart consumer contact in the medical record as needed.

- Operate office equipment such as computer, calculator, and copy/fax machines. Order, receive and maintain inventory of materials and supplies for various support services. Implement a complete Pre Vocational Life skills aimed at preparing individuals to begin to learn about job search process.
- Perform other related duties as required. Reference to THS SEP Program
- Other tasks as assigned by management

Minimum Qualifications:

- High school graduation or equivalent, and two years of full-time clerical experience or equivalent education/experience.

Department Specific Requirements:

- Must be a Registered Counselor with the State of Washington.
- Must obtain a Peer Support Specialist Certification issued by the Mental Health Division as specified in WAC 388-865-0107 within the first 6 months of employment.
- May need a Washington State Drivers License
- May need to obtain and maintain a Food Handlers Permit.

Desired Skills:

- Exceptional communication skills, written, oral, and telephone.
- Experience interacting and communicating with a diverse population, using sensitivity, tact, and discretion.
- Demonstrate computer experience.
- Demonstrated history of commitment to continuously improving quality and service.
- Maintains the highest standards of confidentiality, professionalism, and ethical conduct.

Employee Signature

Date

Supervisor Signature

Date

9/30/09 ML

Therapeutic Health Services

This job description reflects what is known about this position as of the time of current revision. Management reserves the right to change the conditions and requirements of any position at any time.