

***Please note specific minimum qualifications for this position.***

### **Certified Peer Specialist**

This is a part-time position consisting of up to 18.75 hours per week. This position is responsible for providing peer specialist services to an assigned caseload of individuals with mental illness. A Peer Specialist assists consumers in recovery and enhancing wellness by developing self help skills and building support networks. A Peer Specialist helps consumers setting and attaining personal recovery goals by completing a Wellness Recovery Action Plan (WRAP) in both individual and group settings.

#### **ESSENTIAL FUNCTIONS OF JOB**

1. Delivers peer specialist services to assigned caseload within appropriate environments including but not limited to: home, community, educational, and treatment/program settings, utilizing a strengths-based approach.
2. Opens new consumers referred for peer specialist services and assigned to caseload.
3. Develops individual service plans based upon a comprehensive assessment of the consumer's strengths, needs, and functioning within various life domains.
4. Assists consumers in identifying community supports and assists them in utilizing these services in the recovery process.
5. Ensures that consumers are informed of their individual rights and of organizational and regulatory grievance and appeal procedures.
6. Maintains face-to-face contact with assigned consumers as required by programmatic regulations and requirements, as determined as needed by the consumer and service intensity scale, or as directed by administration and management.
7. Completes timely and accurate reporting and record keeping related to service delivery as required by programmatic requirements including creating, updating, and maintaining client files and inputting data/service entries into the applicable data tracking and reporting system.
8. Will participate in the department's time allocation project and achieve/maintain expectations related to Total Time Recorded of Hours Worked and Direct Service Percentage of Hours Recorded.
9. Will work cooperatively with all public and private agencies including crisis intervention, case management program, mental health providers, state institutions and agencies, residential programs, educational providers, community resources, and natural supports.
10. Will attend coordination, service planning, and admission/discharge planning meetings in relation to assigned consumers if requested.
11. Will develop knowledge of the various components of the Mercer County Human Service system and the MH provider network.
12. Will encounter confidential information, is responsible for adhering to all agency confidentiality policies, and must maintain strict consumer confidentiality as defined by state and federal law.

MINIMUM QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- **Must be a current or former recipient of mental health services and a willingness to acknowledge this experience to consumers and others as appropriate.**
- **Must possess a high school diploma or general equivalency degree.**
- **Within the past 3 years has maintained at least 12 months of successful full or part-time paid or voluntary work experience or obtained at least 24 credit hours of post-secondary education;**
- **Must possess a valid driver's license and/or access to reliable transportation.**

Interested candidates may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550 or you may download the application on our website.

**Application and the following Peer Specialist Application Attachment must be received at this office by Monday, February 22, 2021.**

ATTN: Karen Myers, Personnel  
Mercer County Behavioral Health Commission, Inc.  
8406 Sharon-Mercer Road  
Mercer, PA 16137

[karen.myers@mercercountybhc.org](mailto:karen.myers@mercercountybhc.org)

Affirmative Action/Equal Opportunity Employer

Peer Specialist Application Attachment

Dear Peer Specialist Applicant:

Thank you for applying for our current vacancy in our mental health peer specialist program. In order for us to fully process your application, please complete the below information and return it to us as your earliest possible convenience.

As you can see the minimum qualifications for this position that are outlined on our website is that the candidate must be a current or former recipient of mental health services with a willingness to acknowledge this experience to consumers and others as appropriate. Below, please describe how you believe you meet this minimum qualification.

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Have you already completed the two week Certified Peer Specialist training?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, date of training \_\_\_\_\_

location of training \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete this form and include it with your application. You may fax it to Karen Myers at 724-893-1067 or mail it to:

ATTN: Karen Myers, Personnel  
Mercer County Behavioral Health Commission, Inc.  
8406 Sharon-Mercer Road  
Mercer, PA 16137