**Hope – Empowerment – Purpose**

**Make a difference!**

**Cobb County Community Services Board**offers a generous benefits package for **full time employees**, which includes employee Retirement Plan, Paid Holidays, Paid Time Off (PTO); Health, Dental, Vision, Legal, Short Term Disability, Long Term Disability, Critical Illness (AFLAC), Life Insurance, Flexible Spending Account and Dependent Care Account.

**JOB TITLE**: Certified Peer Specialist (CPS)

**FLSA STATUS**: Non- Exempt

**REPORTS TO**: Behavioral Health Crisis Center’s Clinical Program Manager

**JOB SUMMARY**:

The Certified Peer Specialist assigned to the Behavioral Health Crisis Center is a vital part of the team.

The position involves engaging individuals, providing linkage to community resources, assisting with

discharge planning and providing direct services and may include sharing one’s own personal journey to

encourage and inspire others as they continue on their own recovery journey.

**DUTIES AND RESPONSIBILITIES**:

* **35%** - Facilitate groups and structured activities focusing on self-advocacy, wellness, problem solving, identification and use of community resources, etc.
* **10%** - Engage and assist individuals in identifying strengths which aid and barriers that impede the recovery process.
* **5%** - Provide follow up phone contact with individuals re: post discharge referrals for ongoing services.
* **10%** - Assist individuals with discharge planning to ensure continuity of care upon return to the community.
* **10%** - Act as a navigator to orient individuals to the Behavioral Health Crisis Center upon entry into services.
* **10%** - Link individuals to programs within the Agency and the large community, providing warn transfers where possible.
* **5%** Maintain an updated resource listing for community partners and agencies to share with individuals.
* **10%** - Maintain clinical records in accordance with agency policies including timely completion of documentation and agency required trainings/workshops.
* **5%** Other responsibilities and tasks as may be assigned.

**KNOWLEDGE**:

* Possess an understanding of recovery and psychosocial rehabilitation principles as defined by the Georgia Consumer Council and psychosocial rehabilitation principles published by USPRA and must possess the skills and ability to assist other individuals in their own recovery processes.
* Awareness of resources and programs within the agency and community to link individuals to said resources.
* Knowledge of HIPPA and how to maintain confidentiality for all indirect/direct service in accordance with agency policies.

**SKILLS**:

* Professionalism, courtesy, telephone etiquette, reporting to work as scheduled
* Use of typical office equipment (i.e. copier, fax machine, etc.)
* Basic computer skills

**ABILITIES**:

* Ability to assist other individuals in their own recovery processes.
* Ability to engage with others, identify needs and problem solve to a successful conclusion.
* Ability to use CPS training to share one’s story as a means to provide hope and encouragement to individuals seeking services while in various stages of recovery.
* Ability to maintain licensure/credentials by completing all recommended continuing education requirements.
* Ability to conduct all professional activity in an ethical manner and represent the agency while interacting with community partners.
* Ability to utilize literature, workshops, and other training aids to continually improve clinical and administrative skills.
* Ability to conform to all applicable Agency policies and procedures.

**KEY PERFORMANCE INDICATORS (KPIs):**

* Maintain Agency performance expectations 100% of the time.
* Provide and document a minimum of 4 out of clinic outings per month 100% of the time.
* Plan, organize, and maintain schedules that promote client choice in treatment services 100% of the time
* Complete and provide quality, collaborative service documentation 100% of the time.
* 99% accurate on entering information in EMR.
* 100% of require trainings will be completed within specified time frames.
* 100% of supervisees have met their KPIs
* All new hires will be trained and competency expectations will be met within first 30 days and ongoing.
* 100% of all new hires will receive bi-weekly supervision for the first 90 days.
* 100% of Pas will be completed on time
* Programs will maintain expected census 95% of the time
* All clients maintain authorization for services 100% of the time
* Clients are arriving and leaving groups on time 95% of the time

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**:

* Working in a climate controlled environment
* Dealing with interruptions and changes in work priorities
* Sitting for extended periods of time.
* Occasional lifting up to 15 lbs.

**MINIMUM QUALIFICATIONS**:

* Education – High School Diploma/GED
* Licensure/Certification – Georgia Certified Specialist (40 hours of Certified Peer Specialist Training, and successful completion of a certification exam) and eligible to become CARES, WHAM, WRAP trained.
* Experience – Must self-identify as a person in recovery from a mental health diagnosis and/or addictive disease with at least 6 months of experience in a related position.
* Other - Criminal background check clearance, official academic transcripts, valid driver’s license/ID, drug screen, TB test and eligible 7yr MVR.

**PREFERRED QUALIFICATIONS**:

* CARES, WHAM, WRAP trained.

**SALARY CLASSIFICATION AND/OR RANGE OF SALARY**:

Dependent on education and Experience.

Approved by Approved by

Date Date