



Community Mental Health Partnership of Southeast Michigan Job Description

Job Title: Veteran Peer Support Specialist

Supervision Received: Substance Use Services Director

Tier: 1

Salary Range: 37,752 – 53,040

FLSA Exempt Status: Non-Exempt

Position Status: Full-time

Last Review/Approval: July 7, 2021

Job summary

Under administrative supervision of the CMHPSM Substance Use Services Director, the Veteran Peer Support Specialist provides an enhanced level of support for Veteran and Military family members with mental health and substance use needs. The Veteran Peer Support Specialist must be a Veteran themselves in order to meet the intent of the project. Duties include a variety of supportive services and direct interventions with consumers in accordance with treatment plans developed by professional personnel. Responsible for carrying out all activities of the Walking With Warriors program, the Veteran Peer Support Specialist's main objective is to provide ongoing support for Veterans and Military families that the Veteran Navigator may not have the capacity/time to meet.

Essential Duties and Responsibilities

- Willing to identify self as a consumer of mental health or substance use services. Is comfortable in appropriately sharing relevant personal experiences related to their recovery process for benefit of consumer's recovery.
- Creates a supportive environment for consumer recovery through interaction with consumers.
- May provide input to professionals in formulating consumer treatment plans. May participate in Person Centered Planning process and may assist in facilitating the Person Centered Planning process meetings.
- In accordance with consumer treatment plans, may assist with consumer activity.
- May assist professional staff in the monitoring of consumer treatment plans.
- Assists professional staff by observing consumer for changes in mental health status, physical health status and behavior. Records observations and informs appropriate professional staff as needed.
- Attends and participates in staff meetings, monthly Veteran Navigator project (Walking With Warriors) conference calls, quarterly in person Veteran Navigator project meetings. Attends yearly Walking With Warriors Annual Summit
- Provides concrete services to consumers, such as assistance with daily living skills and transportation in the context of recovery.
- Provides crisis intervention when needed.
- Establishes and maintains appropriate working relationships with consumers, staff, outside agencies and vendors.
- Responsible for knowledge about consumer recipient rights and procedures governing them.
- Responsible for the knowledge, and adherence to, all Community Mental Health Authority policies and procedures.
- Observes all rules of confidentiality as it relates to consumer information, both internally and in dealing with outside individuals and/or agencies.
- Maintains an acceptable level of attendance and work performance.
- Will perform all other essential job duties as assigned.

Supervisory Responsibilities

This position will not supervise other employees.

Education and Experience Requirements

1. Possession of high school diploma or a G.E.D. required.
2. A minimum of one (1) year's experience interacting with persons with emotional impairments required.
3. Must have lived experience with mental health and/or substance use issues and be in recovery.
4. Must be a Veteran.
5. Must obtain Peer Support Specialist certification within one (1) year of hire through the mandatory MDHHS Peer Support Specialist certification program.
6. As part of the Walking With Warriors Veteran Navigator project all Veteran Peer Support Specialists will be required to be trained in Military Cultural Competency, MHFA with Veteran Module, Suicide Prevention, Resilience and Crisis Intervention within 1 year of becoming a certified Veteran Peer Support Specialist
7. May be required to pass a State of Michigan police clearance check.
8. May be required to use Therapeutic Options when appropriate according to approved agency policies/procedures.

Licenses and Certifications

Possession of a valid Driver's License is required

The qualifications listed above are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job shall be considered.

PERFORMANCE REQUIREMENTS

- **Age/Population Specific Indicators:** Demonstrates working knowledge of diagnoses for Veteran/Veteran Caregiver population. Displays knowledge of growth and development and its applied relevance to the behavior of assigned population and is able to gather and interpret data in relation to the consumer's age. Demonstrates knowledge of the cultural need, range of treatment needed and the available treatment resources and their appropriate use for individuals diagnosed with mental illness.
- **Confidentiality:** Observes all rules of confidentiality, both internally specified by policy and procedure and externally required by law.
- **Interpersonal Skills:** Interacts with others to enhance understanding and respect, develops cooperative working relationships, and deals effectively and productively with conflict. Is willing to identify self as a consumer of mental health or substance use services.
- **Communication Skills:** Emphasizes clarity of information, both verbally and in writing.
- **Listening Skills:** Ability to listen carefully and openly
- **Personal Adaptability:** Ability to respond appropriately to the demands of work challenges, when confronted with change, ambiguity, adversity, increased workload or other pressures.
- **Personal Motivation:** Understands performance standards and works diligently to attain and maintain those standards. Takes initiative and demonstrates commitment to professional growth and development.
- **Cognitive Skills:** Ability to process information in order to recognize problems and solutions, make timely and sound decisions, draw accurate conclusions, develop original and successful responses and effectively manage detailed information.
- **Work Planning:** Ability to develop work plans for providing para-professional mental health services.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

Special Position Requirements

This position requires possession of a valid Michigan driver's license or method of transportation to travel within the CMHPSM region and to meetings outside of the region when requested.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

This job description has been approved by:

Chief Executive Officer _____

Date _____

Position authorized by CMHPSM Regional Board

Date: 7/14/2021

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____