



# JOB NOTICE

**Date Posted:** October 2, 2020

**Date:** October 19, 2020 or until filled

**APPLICATION PROCEDURES:** Send letters of intent and resume via INDEED or mail to Box FT Peer Support – Marmion, Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Program:** Outpatient – Marmion

**Title:** Peer Support Specialist

**Salary \$:** Full Time Day Shift; Comprehensive Benefits Package

## **OVERVIEW:**

This position requires interactions with clients that reflect competency in providing peer recovery support and advance the goals set forth in the ITP, making sure judgments are made about clients or activities on clients' behalf which are client/family-centered and appropriate both to the individuals' functioning and the agency's risk tolerance standards, attention to documentation which is completed in a timely manner per agency policy and provides sufficient narrative regarding psychosocial information to aid in delivery of services and to communicate the progress of the client, constructive interaction with essential others which is constructive and serves to advance the progress in treatment, the quality of care and the agency's standing in the community all while maintaining a commitment to high quality care.

## **DUTIES AND RESPONSIBILITIES:**

- CPST services not limited to helping with applications, assistance with ADLs, accompanying to appointments and community events, collaborating with family and significant others, and other services as necessary for the welfare of the client.
- Spontaneous interactions and activities based on the needs of the clients.
- Provide 24-hour emergency and crisis intervention response on rotating, on-call basis.
- Decisions pertaining to clients' need for additional services, resources or more restrictive settings.
- Appropriate choice of interventions and techniques.
- Pursues collateral contacts to gather additional psychosocial information, when indicated.
- Utilizes supervision and/or consultation to mitigate risk and seek input re: challenging circumstances
- Completes documentation of progress notes and intakes
- Conforms to Program, OHMHAS, CARF, CWRU, and third-party payer standards and obligations.
- Productivity is achieved by submission of progress notes/billing logs. Productivity is defined as documented activity divided by hours paid. Must meet productivity expectations as one indicator of ability to adequately perform job duties.

- Communicates effectively with other service providers throughout the agency, client's families and significant others and with concerned members of the community.
- Provides back-up to Customer Support Specialist, as needed.
- Participates actively and productively in agency meetings and supervision sessions.
- Introduces and/or implements new ideas for improving the quality of care.
- Attentive/responsive to feedback from clients, significant others, community partners/members.
- Shares skills, knowledge, expertise with other agency staff (consultations, workshops, team meeting).
- Advances own level of skill and competency through participation in continuing education opportunities.

### **QUALIFICATIONS FOR JOB:**

**Education/experience:** High school diploma. Prefer two years of experience in administrative/clerical duties. Must be familiar with Microsoft Outlook/Word/Excel and possess the ability to perform typing and data entry tasks with speed and accuracy. Must have experience with multiple phone lines, standard office equipment, filing and customer service.

**Technology:** Experience in Electronic Medical Records systems is preferred; Basic knowledge of Microsoft Office products.

**Miscellaneous requirements:** Criminal background check; Pre-employment drug screen; First Aid/CPR certification training, TB Test. Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of same to COMPASS prior to transporting any COMPASS clients.

**Interpersonal/Human Relations Skills:** Strong social, communication and written skills. Must have the ability to develop rapport and be perceived by clients and staff as approachable. Ability to multi-task; while maintaining accuracy and organization.

**Non Exempt:** Eligible for overtime

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION

EOE-M/F/H including persons with disabilities and veterans