



## **General Wisconsin Adult Mental Health Certified Peer Specialist Position Description**

(This Position Description is a sample of the functions of a Certified Peer Specialist. Tailoring would be necessary to fit the unique mission.)

### **Title of Position: Certified Peer Specialist (Paid Evidence Based Practice Position)**

**Job Summary:** The Wisconsin Certified Peer Specialist (CPS) engages and encourages mental health peers in recovery, and the CPS provides peers with a sense of community and belonging, supportive relationships, and valued roles. The goal is to promote wellness, self direction, and recovery focus, enhancing the skill and ability of peers to meet their chosen goals. The CPS works with peers as equals. In some programs, the CPS must be supervised by a qualified mental health professional. Peer support must be the core of every task performed by the CPS.

### **ESSENTIAL FUNCTIONS:**

#### **Providing Support**

The Certified Peer Specialist will:

1. Identify as a person in mental health recovery.
2. Be mindful of the ethics, boundaries, power and control issues unique to the CPS role.
3. Establish healing relationships with peers.
4. Assist peers to understand the purpose of peer support and recovery models.
5. Provide peers with the Substance Abuse and Mental Health Services Administration (SAMHSA's) definitions of recovery and its components.
6. Intentionally share his or her own Recovery Story as appropriate to assist peers, providing hope and help in changing patterns and behaviors.
7. Create an environment of respect for peers which honors the persons for taking charge of their own lives.
8. Mutually establish acceptable boundaries with the peers. Revisit boundaries on an ongoing basis.
9. Be trauma informed and explore with peers their experiences and support these individuals in getting appropriate resources for help.
10. Have and use his or her own recovery/wellness plan which also includes a proactive crisis plan.
11. Encourage peers to construct their own recovery/wellness plans which also include proactive crisis plans.
12. Support peers in crisis to explore options that may be beneficial to returning to emotional wellness.
13. Provide culturally sensitive and age appropriate services specific to each peer.
14. Provide an environment of recovery, wellness, and hope.
15. Encourage peers to become self-directed, focus on their strengths, exercise use of natural supports, develop their own recovery goals and strengthen valued roles within their community
16. Use active listening skills.

17. Together research and locate resources that are beneficial to peers needs and desires.
18. Understand and be able to explain the rights of the peers.

### **Communicating with Supervisors and Interacting with Staff**

#### **Certified Peer Specialists will:**

1. Understand and utilize the established supervisory hierarchy to communicate needs, ask questions (especially about ethics, boundaries, and confidentiality), mention concerns, etc.
2. Understand his or her role and fully participate as an integral part of the professional recovery team.
3. Provide education to staff that recovery is achievable, and that peer support is an Evidence Based Practice.
4. Accurately, respectfully, punctually complete all required documentation.
5. Work with peers and staff to develop healing and trauma free relationships.
6. Report all peers' threats to harm self or others immediately to the appropriate person.

### **Demonstrating Confidentiality**

#### **Certified Peer Specialists will:**

1. Be familiar with Wisconsin documents relating to confidentiality. Be very knowledgeable of all confidentiality directives from his or her own agency.
2. Maintain the utmost confidence concerning all verbal and written information whether obtained from peers or otherwise.
3. Be knowledgeable of information that is not to be kept in confidence: threats to harm self or others, and know how to handle these situations.

### **PREFERRED TRAINING/SKILLS/EXPERIENCE:**

1. Computer skills (internet, email, Word)
2. Group facilitation or co-facilitation experience.
3. Knowledge of a variety of methods of creating wellness/recovery plans, and a variety of methods of teaching others to create their own plan.
4. Basic knowledge of how to assist peers with locating community resources (i.e. employment, housing, health, peers delivered services )
5. Work or volunteer experience providing peer support.