

**-ST. CHARLES YOUTH AND FAMILY SERVICES
POSITION DESCRIPTION**

Job Title: Peer Support Worker- Part Time	Obj/Job Code:	OSHA 2
Department: Project O- YEAH -Owen's Place	Salary Grade	Orig. Date: 8/30/13
Immediate Supervisor: Resource Manager-Owens Place	Supervises N/A	Revision Date: 1/15/14
Division: Community Programs	FLSA:	Reviewed: 1/15/14

GENERAL SUMMARY:

To assist in the day to day operation at Owens Place by engaging and empowering youth and young adults to actively participate in activities and groups at Owens Place. The Peer Support position will use their own recovery to assist, engage and encourage service recipients. The peer support worker will help support recipients with a sense of belonging through a supportive relationship that encourages them to address their own mental health and help develop the recipient's leadership and confidence, while helping motivate recipients to take ownership of their lives. This position is also responsible for establishing and maintaining a welcoming environment that can build the independent living skills of youth/young adults that include the critical domains of functioning i.e. working, living, learning, belonging, healing and safety.

ESSENTIAL FUNCTIONS:

- Adheres to St. Charles Youth and Family Services Policies and Procedures
- Interacts with clients in a positive and therapeutic manner according to policy, procedure, training and Agency Guiding Beliefs.
- Provide staffing of all activities at Owens place
- Provide support and oversight while young adults are utilizing the computers
- Create and utilize portfolio for young adults
- Provide group and individual living skills curriculum that helps prepare for a successful transition into adulthood
- Organize & maintain Owens Place (see attachment A)
- Participate in daily scheduled events at Owens Place to help monitor
- Develop a strong relationship with all members of Owens Place, internally and externally.
- Use own personal recovery to assist and motivate recipient.
- Establish appropriate boundaries with clients.
- Communicate effectively using verbal and written communication skills.
- Maintain client confidentiality within all written and verbal communications
- Support the goals of the agency mission/vision
- Provide conflict resolution to Young Adults
- Establish healing relationship with service recipients that are trauma free
- Provide adequate supervision and a safe environment for all visitors
- Assists in planning special projects and fieldtrips.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High school diploma or GED
- At least 18 years of age
- Completion of the NAPS training for Peer Specialists, or similar state approved curriculum.
- Ability to communicate effectively and problem solve with peers
- Follow the certified peer specialist code of conduct and demonstrate cultural competency within the workplace
- Understands and operates under a model of strength-based service using an individualized centered approach.
- General knowledge of computers with the ability to use Internet, Microsoft office products, email and etc.
- Ability to teach; present concepts, and curriculum to youth and young adults
- Valid Wisconsin Regular Driver's License clear of major moving violations.

WORKING CONDITIONS

- Occasional lifting up to 40 lbs..
- General office environment
- Potential for exposure to blood products, contagious disease etc.

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this position.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature or
Human Resources Representative: _____ Date: _____