

**Sanilac County Community Mental Health Authority  
227 E. Sanilac  
Sandusky, MI 48471  
810-648-0330**

**Position: #21-27 Youth Peer Support (Union)**

**Position Location: Children's Services**

**Current Work hours: 22.5 hours week**

**Compensation Range:**

**Internal- Grandfathered: \$18.99/HR**

**Non-Grandfathered Internal and Externals: \$11.91/HR-  
\$16.92/HR**

**Position Dates: ASAP**

**Immediate Supervisors: Jeff Thompson**

**Date Position Posted: May 21, 2021**

**Union Deadline: May 27, 2021**

**External Deadline: Until Filled**

*All internal and external job applicants are required to use UltiPro to apply for this position. Please see the Sanilac County CMH website at [www.sanilaccmh.org](http://www.sanilaccmh.org) and click on "Employment".*

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**JOB DESCRIPTION**

**Job Title:** Youth Peer Support  
**Department:** ACT/ Outpatient  
**Location:** ACT/Ehardt  
**Supervisor:** Clinical Supervisor  
**Shift:** Between 8:30am-5:00pm Flexible  
**Classification:** Three (3)  
**Prepare Date:** 08/15/2005  
**Reviewed By HR:** 12/01/2014, 12/01/2015, 12/01/2016, 12/01/2017, 12/01/2018,  
12/2/2019, 10/15/2020  
**Reviewed By Supervisor:** 12/5/2019  
**Revised By:** Clinical Supervisor  
**Revised Date:** 2/07/2007, 06/09/2008, 04/22/2009, 11/13/2009, 09/22/2010,  
10/04/2011, 06/04/2012, 10/04/2012, 02/21/2013, 03/14/2014,  
03/08/2016, 05/09/2019

**Summary**

The Youth Peer Specialist (YPSS) will act as a support and resource for youth with serious emotional disturbances (SED) who are receiving services in the behavioral health system. The YPSS act as a key member of the treatment team by working with youth one on one or in a group, supporting them in achieving goals through shared activities and interventions. YPSSs will support youth empowerment by assisting youth in developing skills to improve their overall functioning and quality of life and working collaboratively with others involved in delivering the youth's care.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Teach and role model the value of every individual's recovery experience.
- Assist individuals we serve in articulating personal goals for recovery.
- Assist individuals we serve in determining the objectives they need to take in order to reach their recovery goals.
- Attend staff meetings to provide information and training on Recovery and Peer Support.
- Assist individuals we serve in setting up and sustaining self-help (mutual support) groups.
- Assist individuals we serve in creating a Wellness Recovery Action Plan (WRAP).
- Develop and implement groups to enhance Recovery for persons served.
- Utilize and teach problem solving techniques with individuals and groups.
- Support the vocational choices individuals receiving services make and assist them in overcoming job-related anxiety.
- Assist individuals we serve in building social skills in the community that will enhance job acquisition and tenure.
- Assist other staff in identifying program environments that are conducive to recovery; lend their unique insight into mental illness and what makes recovery possible.
- Attend treatment team meetings to promote use of self-directed recovery skills for the individuals we serve.

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- Model effective coping techniques and self-help strategies. Attend relevant seminars, meetings, and in-service trainings whenever offered.
- Provide trainings to other professional staff as well as the community on recovery and peer supports.
- Performs other duties as assigned.

**COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- **RESPECT FOR INDIVIDUALS:** consistently treats all people with dignity and respect.
- **JOB PERFORMANCE ACCURACY/EFFICIENCY:** ability to properly organize and carry out job duties completing a normal amount of work in a timely manner
- **JOB KNOWLEDGE/SKILL:** extent of job information and understanding possessed by employee.
- **JOB ATTITUDE:** amount of interest, enthusiasm, and positive intent shown on the job.
- **FOLLOWS POLICIIES:** demonstrates understanding of an adherence to policies.
- **ADAPTABILITY;** Extent to which employee adapts to changes in work situation.
- **COMMUNICATION:** verbal and written communication are constructive, effective, respectful and clear.
- **CUSTOMER SERVICE:** Ability to manage difficult or emotional individuals while providing services.
- **JUDGEMENT/DISCRETION:** extent to which decision and actions are based on sound reasoning and weighing of possible outcomes.
- **PLANNING AND ORGANIZATION:** plans and organizes work activities/uses time efficiently.
- **DEPENDABILITY:** Follows Management's direction and commits to doing the best job possible.
- **SAFETY AND SECURITY:** Uses materials and equipment safely and observes safety procedures/ensures individuals are not at risk.
- **TEAMWORK:** Demonstrates ability and willingness to work cooperatively and effectively as part of a team.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS REQUIREMENTS Peer Support Specialist**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Youth Peer Support Specialist must have reached and demonstrated a level of recovery to function as a consistent and stabilizing influence for the individuals we serve. They must also meet all eligibility requirements for certifications as Youth Peer Support Specialists by the Michigan Department of Community Health which includes:

- A. Young adult, ages 18 through 26, with lived experience who received mental health services as a youth.

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- B. Willing and able to self-identify as a person who has or is receiving behavioral health services and is prepared to use that experience in helping others.
- C. Experience receiving services as a youth in complex, child serving systems preferred (behavioral health, child welfare, juvenile justice, special education, etc.).
- D. Trained in the MDHHS approved curriculum and ongoing training model.

**EDUCATION AND/OR EXPERIENCE**

High School Diploma/GED. Peer Specialist must actively pursue DCH certification as a Peer Support Specialist as soon as possible and not later than one year after beginning employment. DCH Group Home Certification required within the first three months of employment.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Basic Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Has the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of Word Processing software. Typing speed of 45 wpm is recommended.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Michigan Chauffeurs' Licensed.

**OTHER SKILLS AND ABILITIES:**

**PHYSICAL DEMANDS**

The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit, and use hands to finger, handle, or feel. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell, use hands to finger, handle or feel objects, tools, or controls. The employee must be able to lift no less than 50 pounds as needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee frequently works near machinery or in vehicles, is occasionally exposed to wet and/or humid conditions and outside weather conditions. The employee frequently works in areas where universal precautions and confrontation avoidance techniques are required, and is occasionally exposed to risk from body fluids or client actions. The noise level in the work environment is quiet to moderate.

The work environment will include the program site, agency activities and vehicles, and the community at large. Year round driving with or without consumers in the vehicle may be required.

*Sanilac County CMH embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment/services, and cultural competence. An employee in this or any position is expected to support the employment environment. This includes having lived experience with behavioral health issues.*