

**Franklin County Board of Commissioners
Classification Specification & Job Description**

CLASSIFICATION TITLE: Peer Support Specialist Lead	CLASS NUMBER: 70303.2	FLSA: Non-Exempt
AGENCY/DIVISION: Office of Justice Policy & Programs	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N14	POSITION CONTROL #: Varies
POSITION LOCATION: 373 S High St, 25 th Fl, Columbus, Ohio 43215	TYPICAL WORK SCHEDULE: Varies, 40hrs week, including evening and weekends	SUPERVISOR (PCN): SAFER Station Site Coordinator (130028)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: NA		

CLASSIFICATION PURPOSE:

The primary purpose of the Peer Support Specialist Lead will be overseeing and providing program development, training content, and quality assurance of the Peer Support functions and services.

JOB DUTIES:

The PSSS shall function as a role model and leader using their professional and personal experiences to develop meaningful and trusting relationships with Peer Support staff and assigned clients. Responsible for the development and implementation of a robust, standardized, and responsive training agenda for newly hired and experienced Peer staff to include initial on-boarding and monthly continuous learning experiences. Provide task oriented, educational and reflective/consultive feedback to Peer staff focused on professional development, self-care and wellness, and adherence to client centered best practices in the field of peer support services. Effectively communicates job and service expectations to Peer Support Staff and enforces service expectations through monitoring, coaching, and constructive feedback.

Work closely with agency leadership, program directors and supervisors to support a culture of continuous improvement and quality assurance of all OJPP direct service programs. Monitor the delivery of peer support services and accessibility and quality of services offered by Peer Support Staff in collaboration with Peer Support Supervisors. Assures compliance with established protocols, policies and procedures and identifies opportunities to update existing practices and policies. Responsible for performing routine and random audits of client case management system to support quality and consistent documentation practices.

Works to increase level of cultural sensitivity, awareness and competency regarding Person Centered, Trauma Informed, Peer Support Services. Conducts monthly check-ins with all Peer Support staff and where requested, participate in supervisory meetings with staff. Attend and participate in agencywide meetings, case staffing, and direct service program meetings as requested. Serve as a Peer Support Specialist for assigned caseload providing engagement, support, and encouragement via regular telephone, email, text and in person contacts.

Assist peer in gaining information and support from the community to develop mastery over their own recovery, to include but not limited to attendance in a variety of pro-social activities, Twelve Step and other recovery support groups, exposing them to treatment, other supportive services options and community resources, i.e. communities of recovery, educational, vocational, social, cultural, spiritual, life skills development opportunities, etc. Provide opportunities for the peer to practice self-efficacy and advocacy through activities promoting accountability, empowerment, and self-determination.

As directed, develop a community-based peer support group for individuals recently released from local and/or state incarceration intended to provide hope and a forum for shared positive interaction, teaching of problem solving, coping mechanisms and other life skills, activities, etc.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices office practices and procedures; agency policy and procedures; government structure and process. Knowledge in employee development, lead work and human relations. Skill in word processing; dictation; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; complete routine forms; maintain accurate records; screen mail, originate routine business letters reflecting standard procedures; gather, collate and classify information about data, people or things; prepare & deliver speeches before specialized audiences & general public; develop good rapport with inmates &/or patients; work in isolation, cooperate with co-workers on group projects and establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in human service field and Peer Support Specialist Certification with a minimum of two years documented experience working with individuals with a mental health and/or substance use disorder.

Additional Requirements

Must be certified through the Ohio Department of Mental Health and Addiction Services as a Peer Recovery Supporter Supervisor.
Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

Direct contact with inmates/detainees in a secure correctional setting. The employee may be expected to work in or around crowds and may have contact with potentially violent or emotionally distraught persons. This position requires you to work night and weekend shifts.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date