regionten

innovative services for mental health, developmental disabilities and substance use disorders

a better life, a better community

POSITION TITLE: Peer Support Specialist

CENTER:	Clinical Operations		**DEPARTMENT:**	Housing	
LOCATION:	500 Old Lynchburg Rd. Charlottesville, VA 22903				
FSLA STATUS:	Non-Exempt		**INCLEMENT STATUS:**	Non-Essential	
GRADE:	8/9	**SCHEDULE:**	Full-time	**GROUP:**	30

GENERAL STATEMENT OF RESPONSIBILITIES:

The incumbent serves as a Peer Support Specialist within the Housing program providing PSH services for adults with serious mental illness. The incumbent is responsible for developing and implementing and supporting consumers with self-care skills (health and safety, personal care, activities of daily living, and use of community resources). The incumbent will also assist consumers with support in accessing resources, monitor health, nutrition and physical condition, provide assistance with personal care, ADLS and use of community resources. He/she is expected to attend team meetings, other professional meetings, and represent the program to the community as needed.

The incumbent reports to the Program Manager for Housing for the schedule and assignment of work duties and is monitored, trained and supervised in the performance of his/her tasks by the Program Manager. He/she is expected to perform duties as specified and according to the policies of Region Ten Community Services Board, as well as those of Department of Behavioral Health and Developmental Services.

MAJOR DUTIES:

The essential functions of this job are starred below (*) under “Major duties.”

1. Works in collaboration with Permanent Supportive Housing Team (PSH) to ensure housing stability of program participants.
2. Collaborate with clinical staff on a regular basis regarding program participants.
3. Collaborate with housing specialists on a regular basis regarding program participants.
4. Facilitates peer run groups as appropriate.
5. Develops wellness recovery action plan with consumers, with a focus on housing; develops a plan of care appropriate to the evaluation with the client/family consensus; assists clients in developing recovery goals.
6. Monitors and assesses consumers' mental health status; provides peer appropriate supportive counseling as needed.
7. Arranges and provides transportation for consumers to appointments, grocery stores, offices, etc.; takes consumers on social outings.
8. Provides documentation of services necessary; provides group notes; maintains medical records.
9. *Assessing needs and planning services, evaluating individual strengths and needs, evaluating the appropriateness of and need for various community mental health services, developing individual service plans, and monitoring and evaluating consumer status.
10. *Monitoring of consumers' health, nutrition and physical health care conditions.
11. *Linking the individual directly to services and supports specified in the individual service plan.
12. *Assisting the individual directly for the purpose of locating, obtaining and effectively using community resources, including educating and monitoring information and support to family members, and providing or arranging for transportation for individuals or their family members to access services.
13. *Enhancing community adjustment and integration by developing services or supports which increase opportunities for community access and involvement, including developing community living skills, civic and recreational services.
14. *Making collateral contacts with the individual's significant others (e.g. parents, friends, and siblings) to promote implementation of the service plan and optimal community adjustment.
15. *Attending in-service training and staff development programs to enhance mental health services.
16. *Reads all agency communication (i.e., Ten, Region Ten's newsletter, E-mail, etc.).
17. *Performs other duties as assigned related to program requirements.

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QUALIFICATIONS:

General Statement

EDUCATION:

- High School or GED, with coursework in social work, psychology, mental health, or related field.

EXPERIENCE:

- Working experience with adults with mental illness. Certified Peer Recovery Specialist (CPRS) or eligible

CERTIFICATION/LICENSE:

- Registered Peer Recovery Specialist preferred, able to obtain such registration within 12 months of employment required.
- To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided.

KSAS

Knowledge of: Community resources and programs; interviewing and supportive counseling techniques; social casework techniques; human development and behavior;

Skills in: interviewing; observing, recording and reporting on an individual's functioning (observation of medication effects, i.e., alcohol and abuse); identifying and documenting a consumer's needs for resources, services and other support; using information from assessments, evaluations, observations and interviews to develop service plans; identifying services within the community and established service system to meet the individual's needs; formulating, writing and implementing individualized service plans to promote goal attainment for individuals; negotiating with consumers and service providers; coordinating the provision of services by diverse public and private providers; identifying community resources and organizations; coordinating resources and activities; using assessment tools (e.g., level of functional scale, life profile scale); non-punitive behavior; providing consultation; use of technology.

Abilities to: visit individuals in their households, which may require walking up and down steps, as well as occasionally assisting individuals with moving to new housing. Work may occasionally require the exertion of up to 30 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; determining the accuracy and thoroughness of work and observing general surroundings and activities. Demonstrate a positive regard for consumers and their families (e.g., treating consumers as individuals, allowing risk taking, avoiding stereotypes of individuals with mental health needs, respecting consumers' and families' privacy, believing consumers are valuable members of society); be persistent and remain objective; work as a team member, maintaining effective inter- and intra-agency working relationships; work independently, performing position duties under general supervision; communicate effectively, verbally and in writing; drive defensively.

POSITION ORGANIZATION CHART:

Director
I
Program Manager
I
Peer Support Specialist

I have reviewed this job description and acknowledge the duties as well as the included KSA (knowledge, skills, abilities). I also understand the performance standards as they apply to this position.

_____ _____ _____

Signature Name Printed Date

Position Description updated: 4/17/26