UNIVERSITY OF SOUTHERN CALIFORNIA
Peer Support Specialist
Job Code: 187325

OT Eligible: Yes
Comp Approval: 8/23/2016

JOB DESCRIPTION:
Provides coaching, mentoring, and consultation to peers to promote recovery, self-advocacy, and self-direction. Assists peers in articulating personal goals for recovery through the use of one-to-one and small group sessions. Supports and empowers peer to exercise his or her legal rights within the community. Supports peer’s vocational choices and assists him or her in choosing a job that matches his or her strengths. Schedules and assists with community meetings to raise awareness of and reduce stigma toward mental health disorders. Identifies and establishes collaborative relationships with existing local and centralized community behavioral and/or social support systems. Participates in all trainings and group supervision sessions. Prepares and submits documentation accurately and on time. Serves as a Campus Security Authority (CSA) and mandatory reporter.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Provides coaching, mentoring, and consultation to peers to promote recovery, self-advocacy, and self-direction. Works with peers to identify wellness and recovery goals. Assists peers in creating a Wellness plan that identifies the peer’s self-determined goals, as well as a specific plan to carry out these goals.

Assists peers in articulating personal goals for recovery through the use of one-to-one and small group sessions. Models recovery values, attitudes, beliefs, and personal action to encourage wellness and resilience. Walks the road of recovery alongside the peer, promoting a culture in which the peer’s points of view and preferences are recognized, understood, respected, and integrated into treatment.

Supports and empowers peer to exercise his or her legal rights within the community. Assists peers in the development of life skills such as resolving interpersonal conflicts in his or her environment, maintaining housing, developing work skills, safety skills, social skills, and receiving and maintaining benefits.

Supports peer’s vocational choices and assists him or her in choosing a job that matches his or her strengths, overcoming job-related anxiety by reviewing job applications, and providing interview tips.

Schedules and assists with community meetings to raise awareness of and reduce stigma toward mental health disorders. Educates others about signs and symptoms of mental distress. Promotes healthy activities and life styles to reduce the risk of onset of mental health, behavioral and/or substance use disorders.

Identifies and establishes collaborative relationships with existing local and centralized community behavioral and/or social support systems (e.g., Alcoholics Anonymous, Al-non, Celebrate Recovery, Grief Share, Narcotics Anonymous, Overeaters’ Anonymous, etc.) Provides extra support and assistance to peers in accessing and navigating community resources.

Participates in all trainings and group supervision sessions including (but not limited to) the role and responsibility of Peer Support Specialists, Mental health First Aid Training, HIPPA regulations, interviewing techniques, peer support group facilitation.
data entry, etc.

Prepares and submits documentation accurately and on time.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on University responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the University community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY REPSONSE/RECOVERY:**

**Essential:**

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- High school or equivalent
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 1 year

**Minimum Field of Expertise:**

- Experience working in similar field; or personal, family, or kin experience with mental health, behavioral health and/or substance use disorder and treatment; and/or some experience with self-help and peer-support groups.

**Skills: Administrative:**

- Clinical documentation
- Communicate with others to gather information
- Conduct meetings
- Coordinate meetings
- Counseling
- Gather data
- Input data
- Prioritize different projects
- Understand and apply policies and procedures

**Skills: Machine/Equipment:**

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
Personal computer
Photocopier

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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