ALLEGAN COUNTY COMMUNITY MENTAL HEALTH SERVICES

**POSITION TITLE**: Homeless Outreach & Services Specialist **EMPLOYEE: xxxxx**

Peer Support Specialist

**PRIMARY ASSIGN**: Community Based Services

**PAY GRADE**: 28  **DATE OF HIRE**:

**SUPERVISOR:** xxxxx **REVIEW PERIOD**:

**POSITION DESCRIPTION**

**POSITION PURPOSE**: Provide efficient, effective and ethical peer support services as directed by Program Coordinator, Program Director, or Executive Director.

**QUALIFICATIONS**: Individual with mental illness who has received services or is receiving services and is currently in recovery. High school diploma. Michigan driver’s license. Lived experiences with mental illness/developmental disabilities/substance use disorders valued.

**GENERAL RESPONSIBILITIES**: Provide outreach to the homeless in Allegan County as outlined in the PATH Grant Agreement with the Michigan Department of Community Health.. Provide case management activities using recovery principles that are consistent with ACCMHS and DCH policies, the laws of the State of Michigan, and the ethical standards of the Peer Support Specialist profession. Participate in various non-directive service activities including: attending CoC meetings, supervision meetings, treatment planning, quality improvement, and continuing education activities. Must comply with OSHA, CARF, Medicaid and other third party reimbursement systems.

**SPECIFIC RESPONSIBILITIES**:

1. Provide outreach to persons who are homeless who are residents of Allegan County including:
2. Targeted street outreach to places homeless persons maybe sleeping
3. Emergency shelters in Holland, Kalamazoo, and Grand Rapids
4. Agencies where homeless persons maybe receiving services
5. A minimum of 60 persons will be outreach with at least 30 being enrolled in PATH services
6. Provide housing supportive services to individuals and families who are homeless including:
7. Assistance in locating and applying for affordable housing solutions
8. Improving the coordination of housing services
9. Provide peer case management to PATH enrolled clients that includes:
10. Preparing a plan for the provision of CMH services and reviewing at least once every 3 months
11. Provide assistance in obtaining and coordinating social and maintenance services (ADLs, personal financial planning, transportation, habilitation/rehabilitation, prevocational/vocational, and housing)
12. Provide assistance in obtaining income supports (SOAR, DHS, HRC, etc)
13. Provide referrals for other services as may be appropriate
14. Assist individuals and families who are homeless to become connected with CMH and SUD Services
15. Complete progress/case notes per agency, grant, and program requirements.
16. Meet the following minimum PATH grant requirements
17. Outreach to a minimum of 60 individuals/families who are homeless per grant year
18. Enroll a minimum of 30 individuals/families into PATH program per grant year
19. 90% of PATH enrollees will be literally homeless
20. Complete a minimum of 10 SOAR applications per grant year
21. Provide transportation for PATH enrolled clients as needed to support recovery. Provide documentation to the agency of appropriate license and good driving record. This may involve verification through the use of a Motor Vehicle Record.
22. Assist with agency program planning and development.
23. Assist with orientation and training of new staff.
24. Attend the following agency trainings as required:
25. Standard Precautions - annually
26. CPR/First Aid – every two years
27. Violence in the Workplace – annually
28. Cultural Diversity update– annually
29. Recipient Rights – annually
30. Sexual Harassment – annually
31. Person Centered Planning (PCP) update – annually
32. Co-occurring disorders – annually for three consecutive years
33. Grievance and Appeal – annually
34. Corporate Compliance – annually
35. Self Determination / Recovery – every two years
36. Complete the following Peer Training classes:
    1. Peer Certification within first 6 months of employment
    2. Housing Outreach within 12 months of peer certification
    3. Motivational Interviewing within first 12 months of peer certification
    4. Trauma Informed Care within first 12 months of peer certification
    5. 2 Day and 5 Day WRAP facilitator within first 12 months of peer certification
37. Complete SOAR training as required by MDCH:
38. SOAR Online Training at <http://soarworks.prainc.com> within first 90 days of employment
39. Fundamentals Training within first 6 months after SOAR Online Training
40. Refresher Training- annually

**COMMITTEE ASSIGNMENTS:**

1. Continuum of Care Inter-Agency Services Team Committee- First Tuesday Every 2 months (October, December, February, April, June, August)
2. Local and Regional SOAR Committees

**EQUIPMENT KNOWLEDGE:**

Computer, printer, copy machine, paper shredder, fax machine and telephone system, paper, pencil, paper products

**WORK CONDITIONS:** Office environment -

1. Light manual labor, prolonged sitting, bending, lifting less than 25 lbs., pushing/pulling, squatting, and reaching
2. High stress level
3. Repetitive motions of wrists, neck, elbows, back, and shoulders
4. Fine motor skills and color vision

**SPECIFICATIONS:**

1. **Minimum Reasoning ability usually associated with this classification:**  
   Ability to think logically and able to problem solve.
2. **Minimum Math ability usually associated with this classification:**Ability to add, subtract, multiply and divide.
3. **Minimum Language ability usually associated with this classification:**Read: Ability to read and comprehend what is read.Write: Ability to write memos, letters and document daily activities.Speak: Ability to be engage in a dialogue with consumers to assist them in articulating their personal goals.
4. **Amount of training, either on the job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:**High school degree
5. **Degree of Physical Demands (strength) usually associated with the essential functions of this classification:**  
   *Sedentary Work*: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required on occasion and all other sedentary criteria are met.
6. **Type of Physical Demands usually associated with the essential functions of this classification:**

*Reaching*: Extending hand(s) and arm(s) in any direction.

*Frequency*: Activity exists up to 1/3 to 2/3 of the time.

*Handling*: Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch.

*Frequency*: Activity exists 1/3 to 2/3 of the time.

*Fingering*: Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

*Frequency*: Activity exists 1/3 to 2/3 of the time.

*Talking*: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public, and to convey detailed spoken instruction to other workers accurately, loudly, or quickly.

*Frequency*: Activity exists 1/3 to 2/3 of the time.

*Hearing*: Perceiving the nature of sounds by ear.

*Frequency*: Activity exists 1/3 to 2/3 of the time.

*Near Acuity*: Clarity of vision at 20 inches or less.

*Frequency*: Activity exists 1/3 to 2/3 of the time.

1. **Environmental Conditions usually associated with this classification:**Indoors-climate controlled. Variable degrees of dust, fumes, humidity, heat and cold. Noise level is high outdoors.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

EMPLOYEE SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAM DIRECTOR SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# EXECUTIVE DIRECTOR SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_