	Peer Counselor	
Reports to: Day Program Coordinator/ VP of Recovery Services	Reviewed:	Revised: 10/2018
FLSA Status: Non-Exempt		

**Summary:** A Peer Counselor (also called Peer Support Specialist or Peer Recovery Specialist) will work with both behavioral and primary care providers to deliver services that are geared toward helping clients in the development of healthy life choices. The Peer Counselor assists clients in the development of strengths-based recovery goals and provides information on ways to maintain personal wellness and recovery. The Peer Counselor works collaboratively with other members of the care team to provide these services. The peer counselor promotes hope and provides support as clients work toward attainment of goals.


**Responsibilities:** Include the following.

- Conduct educational and/or support sessions as directed, using sound recovery and resiliency principles
- Provide education/support services as directed in individual or group settings
- Provide evidence-based self-management trainings as directed for addressing chronic conditions and to promote improved health
- Plan and lead educational, supportive, recreational or social activities with service recipients as appropriate to the specific program
- Assist clients in developing recovery goals and formulating steps to attain those goals
- Acquire and utilize Motivational Interviewing skills in the provision of services
- Identify barriers clients have in accessing health services and help clients develop plans to overcome barriers
- Help clients navigate the health care system
- Assist with transportation to service recipients for program-related activities as directed
- Maintain professional relationships with service recipients and with other staff, maintain appropriate interpersonal boundaries
- Refer service recipients to the appropriate staff for issues that fall outside the scope of peer services
- Provide activities to service recipients in an educational, hopeful, and supportive manner
- Maintain safety in the program environment
- Maintain timely service and program records as required by the State and the agency
- Attend regularly schedule supervision meetings, and attend other meetings and trainings as required by the State the agency
- Other duties as assigned

**QUALIFICATIONS**

**Education & Experience:**

- High School diploma or equivalent;
- Must self-identify as a current or past consumer of mental health services. (A mental health consumer is someone who has met at some point in his/her adult life the following definition: an adult with a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnosable criteria as specified within DSM-5 that has resulted in functional impairment which has substantially interfered with or limited one or more major activities.)
- Valid driver’s license and a clean driving history

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**Communication Skills:**

Must possess the ability to speak to individuals on 1:1 basis or in a group

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software.

**Certificates and Licenses:**

Must be eligible to pursue the Tennessee Certified Peer Counselor credential and obtain this credential within one year of hire. Employee is responsible for maintaining certification through timely submission of certification and continuing education documents.

**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 regularly required to sit; use hands to finger; handle or feel and talk to or hear. The employee is regularly to reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**Acknowledgement:**

I hereby acknowledge that I have received a copy of my job description. I understand that it is my responsibility to review Cherokee Health Systems expectations with my supervisor.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date