



## PEER SPECIALIST JOB DESCRIPTION

### GENERAL JOB DESCRIPTION

A Peer Specialist is a person with a disability, who is responsible for assisting and empowering peer consumers by identifying a main concern, developing strength based independent living plans that includes a measurable goal and objectives, and carrying out the independent living plans with the peer consumers.

A Peer Specialist helps fellow peers cultivate their independence, self-confidence, and self-esteem. A Peer Specialist empowers other people with disabilities to explore new options, resources, relationships, feelings, attitudes, and rights. A Peer Specialist is a mentor, companion, educator, advocate and friend to consumers.

### ESSENTIAL JOB FUNCTIONS:

- Meeting with consumer within 3 working days of receiving referral
- Develop written Independent Living Plan (ILP) with each peer consumer that will meet their needs and goal
- Obtain peer consumer signature on ILP
- Obtain Peer Specialist Coordinator (PSC) approval of ILP prior to starting work on plan
- Inform Peer Consumers of available programs and services and assist in referrals to other agencies/community partners that will assist the consumer in meeting his/her goal of independent living
- Meet with consumers in their own homes, at designated offices and by phone as need to ensure continued consumer satisfaction and progress towards the independent living plan goal
- Ensure that consumers have full and unbiased access to a variety of services and service providers to meet their specific needs
- Assist Peer Consumer in carrying out each objective of the ILP
- Timely and accurate Peer Specialist Database entries reporting work completed with consumer

- Weekly verbal status reports with Peer Specialist Coordinator
- Abide by KSA 39-1431 regarding reporting of abuse, neglect, exploitation and fiduciary abuse to SRS Adult Protective Services
- Maintain appropriate positive, professional interpersonal relationships with staff, peers, consumers, volunteers and other stakeholders
- Attend and participate in trainings as required which include:
  - RCIL Peer Specialist Orientation Training in Osage City
    - RCIL Orientation
    - RCIL HIPAA/Office Etiquette Training
    - RCIL, Inc. Employee Handbook
    - Disability Awareness & Heritage
  - RCIL Peer Specialist Osage Training
  - RCIL Peer Specialist Social Security Training
  - 6 hours RCIL Social Security Training
  - 2 hours RCIL Peer Specialist Database Training
  - 1.5 hours RCIL Prescription Drug Program Training
- Maintain confidentiality of Peer Consumer information
- Abide by the policies and procedures as outline in the RCIL, Inc. Employee Handbook

#### REQUIRED QUALIFICATIONS:

- Person with a disability who has a strong desire for employment
- Self starter who enjoys working independently
- Views consumer needs as a high priority
- Experience that demonstrates organization and planning abilities
- Experience that demonstrates strong desire to help others
- Knowledge or experience accessing local resources such as housing, medical, etc.
- Working home telephone
- Reliable transportation as travel is a requirement

PREFERRED QUALIFICATIONS:

- Computer knowledge including a working knowledge of Microsoft Office and the ability to utilize a Microsoft Access database and Microsoft Word

SALARY:

This is a part-time position, non-exempt status. Hours are not to exceed 30 in any given week.

- Peer Specialist's salary includes time accrued planning and meeting with Peer Consumers to create the independent living plan, carrying out the approved activities on the objectives of the independent living plan, and meetings with Peer Specialist Coordinators.
- Peer Specialist's salary includes time accrued entering information into the database.
- Peer Specialist's pay includes time spent traveling from their home or their RCIL home office to the Peer Consumer's home.
- Peer Specialist's pay includes time spent traveling with a Peer Consumer to complete objectives.
- Peer Specialist's time does not include time spent traveling to/from the RCIL office to/from their home residence.

The above declarations are not intended to be an all-inclusive list of duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities to do the job. Rather they are intended only to describe the general nature of the job. RCIL, Inc. reserves the right to modify, add, or remove duties and to assign other duties as needed.

I have read and understand the duties outlined in this job description. My signature indicates my commitment to perform these duties to the best of my ability and to the satisfaction of the evaluation process to be completed to measure the duties as outlined.

\_\_\_\_\_  
Peer Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date