



MRC Job Posting

JOB TITLE: Certified Peer Support Specialist
DEPARTMENT: BridgeWays
REPORTS TO: BridgeWays Program Director
JOB ORDER: 096
STATUS: Full-time, non-exempt
POSTING DATE: July 28, 2016

JOB FUNCTIONS: To assist Case Managers in providing support to individuals with severe and persistent mental illness and substance abuse. Requirements associated with this job may change from time to time in accordance with the agency's programmatic and business needs. More specifically, the incumbent may be required to perform additional and/or different duties from those described below.

ESSENTIAL DUTIES:

- Assists individuals in completing Pre-Plan paperwork prior to their Person Centered/Life Planning meeting so that they can identify strengths and what their wants and needs (priority life domains) are.
- Assist individuals in identifying recovery goals that will help them reach their desired life outcomes.
- Assist individuals in determining interventions and strategies based on their recovery goals that we can assist them with through the use of support, education, motivation and direct skills training.
- Be an active member of the Person Centered/Life Planning process for the individuals you are working with.
- Provide advocacy and support for those using community based groups that support recovery.
- Assist individuals in developing proactive and reactive crises contingency plans.
- Assist individuals with linking to and coordinating transportation to appointments.
- Assist the individual with discussing medication and health issues during doctor appointments so as to find the best approaches to better their health and increase medication compliance and efficacy.
- Observe and document progress individuals make toward meeting recovery goals and desired life outcomes.
- Assist with focus groups of people served to receive customer input on satisfaction and outcomes.
- Assure required documentation is maintained.

KNOWLEDGE, SKILLS & ABILITIES:

- Certified Peer Support Specialist designation required
- High School diploma or equivalent required
- Must be knowledgeable about the effects of chronic and persistent mental illness and substance abuse on a person's life from personal experience.
- Must be supportive of a team approach to recovery and organized
- Must have good verbal and written communication skills, motivation, and negotiation skills; organizational ability and problem solving skills needed.
- Must have a valid Michigan driver's license, excellent driving record, and ability to obtain a basic chauffeur's license.
- A drug screen, driver's license check, criminal records check and Office of Recipient Rights check is required for this position

PHYSICAL REQUIREMENTS

- Job requires prolonged sitting, standing, walking, stoop, kneeling, crouching or bending as appropriate.
- Must occasionally lift and/or move up to 15 pounds.
- Must be able to meet intervention certification requirements (MANDT).
- Must be able to operate a computer keyboard.

WORKING CONDITIONS:

- Regular driving and travel throughout the Kalamazoo area is required.
- Must be able to work in an office setting with noise from computers, copier and telephones.
- A video display may be used for more than 30 minutes leading to eye or back strain.
- The person in this position meets a variety of people and may be exposed to blood borne pathogens, infectious diseases and parasites.

HOURS: Full-time (40 hours/week)

PAY RANGE: \$11.00 - \$16.50/hour + full benefits

TO APPLY: Apply online at www.mrcindustries.org

DEADLINE TO APPLY: Friday, September 16, 2016 at 5:00pm