

**Transition Peer Support Specialist  
ASK Family Services**

**JOB TITLE:** Transition Peer Support Specialist  
**TIME/HOURS:** Full-time 40 hours/week  
**FLSA STATUS:** Non-Exempt  
**WAGE/SALARY:** \$14.00  
**BENEFITS:** Eligible  
**SUPERVISOR:** Director of Operations  
**PROBATIONARY PERIOD:** 3 months

**PURPOSE:**

The Transition Peer Support Specialist will act as a support and resource for Transition Aged Youth with a serious Emotional Disturbance (SED) who are receiving services in the behavioral health system. The Transition Peer Support Specialist will act as a key member of the transition treatment team by working with youth one on one or in a group, supporting them in achieving transition related goals through shared activities and interventions. The Transition Peer Support Specialist will support youth empowerment by assisting youth in developing skills to improve their overall independent functioning and quality of life while working collaboratively with others involved in delivering the youth's transition services.

**ESSENTIAL JOB FUNCTIONS:**

1. Attend all required training to enhance skills and meet agency guidelines as required by the Michigan Department of Health and Human Services (MDHHS), and other agencies governing the operation of the agency.
2. Build and foster relationships with the youth and family & others working with the youth.
3. Actively engage as part of the treatment team to meet youth transition needs, complete all required documentation and paperwork.
4. Prepare the youth to fully participate in their own meetings and treatment planning process (including Wraparound, Family Centered Planning meetings (IPOS), IEP meetings, etc.).
5. Teach self-advocacy, problem solving and independent living skills.
6. Provide support during "rough" or "crisis" times.
7. Provide community education about youth culture and perspective.
8. Interrupt bias and promote a stance of acceptance while reducing stigma about mental health.
9. Empower the youth to build understanding in others about their unique mental health needs.
10. In collaboration with the youth, work with other internal and external partners (i.e. transition services team, schools, faith community, other human services organizations) to develop natural supports to eliminate barriers to services, enhance existing community services or develop new services based on the needs of the youth.
11. Co-facilitate groups of youth focusing on goals as specified in treatment plan.
12. Provide consultation and education to individuals and groups and use problem solving techniques with the objective of assisting youth in improving or maintaining independent functioning.
13. Serve as a role model and active participant in supporting youth in meeting their treatment plan goals.
14. Other duties as assigned.

**EDUCATION AND REQUIREMENTS:**

1. Young adult, ages 18 through 26.
2. Willing and able to self-identify as a person who has or is receiving mental health services as a youth and/or adult who has lived experience, and is prepared to use that experience in helping others.
3. Experience receiving services as a youth in complex, child serving systems (behavioral health, child welfare, juvenile justice, special education, foster care, etc.) preferred.
4. Experience with successfully transitioning to adulthood (ie postsecondary education, employment, housing, etc.).
5. High School Diploma/ GED.
6. Eligible and understands that they must be trained in MDHHS approved curriculum and ongoing training model.
7. Strong communication, collaboration, time management and organizational skills.
8. Valid driver's license, access to and ability to utilize transportation in order to perform job activities.

**Please send resume and cover letter by 04-04-19 to:  
ASK Family Services ATTN: Jill Angell-Director of Operations  
445 W. Michigan Avenue Suite 102 Kalamazoo, Michigan 49007  
269-343-5896 ext.2750  
jilla@askforkids.org**

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Employee Signature

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Date

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Print Name