NEW Alliance Counseling Service

Job Description

PART A. IDENTIFICATION, DUTIES/RESPONSIBILITIES, AND TASK INVENTORY

1. Position Title
Peer Counselor – Outreach/ Engagement

2. Type of position: [X] Salaried, regular.; [] Salaried, part time (% FTE ____);
[] Hourly, regular [ ] Hourly, extra

Fair Labor Standards Act Status: [X] Exempt Position [ ] Non-Exempt Position

3. Work address
Street Address & City
165 E. Hawthorne Avenue, Colville, WA 99114

Phone
(509) 684-4597

4. Name & Title of Supervisor
Lynne Guhlke, Clinical Director

5. Name of Employee
NEWACS Employee No.

6. What is the function or service of your work unit?
The purpose of the Mental Health Program is to provide assessment and behavioral healthcare treatment services to consumers experiencing mental illness. The objective of the program is to alleviate or reduce the impact of symptoms in order to restore emotional, cognitive, behavioral, and social well-being.

ESSENTIAL DUTIES/RESPONSIBILITIES

Provide a general statement of each major duty or responsibility you have and list the task(s) involved in accomplishing each one. Indicate the percent of time that is spent on each major duty or responsibility and the frequency of each.

FREQUENCY should be coded as follows: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=Annually, SA=Semi-annually

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<tr>
<th>DUTY/RESPONSIBILITY NO.</th>
<th>Statement of duty/responsibility</th>
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<tbody>
<tr>
<td>1</td>
<td>Provide Outreach, Engagement, and other Peer Counseling Services</td>
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Tasks involved in fulfilling above duty/responsibility:
1. Perform outreach and engagement services across Ferry, Lincoln, and Stevens Counties with persons suffering from mental illness who are at high risk for psychiatric decompensation/crises/hospitalization and/or poorly-engaged in outpatient services (do not come to regularly scheduled appointments and/or continue to engage in high-risk behavior despite engagement in treatment, etc.).
   a. Outreach and Engagement are a strategic set of activities that are implemented to develop an alliance with an individual for the purpose of bringing them into or keeping them in ongoing treatment. The activities occur primarily in the field rather the worker’s office, or at another service agency such as food bank or public shelter, or via telephone if a potential client calls the worker’s office seeking assistance or by referral.
2. Closely collaborate and work as a “team” with a Mental Health Counselor in all outreach and engagement activities.
3. Provide peer counseling to high risk and/or difficult-to-engage/poorly-engaged consumers;
4. Share personal life experiences related to mental illness and treatment to build alliances that enhance consumers’ ability to function in the community and access/utilize available resources and treatment services;
5. Serve consumers whose symptoms of mental illness result in serious functioning difficulties in several major areas of life, often including work, social relationships, residential independence, money management, and physical health and wellness.
6. Promote the participants’ independence, rehabilitation, and recovery, and in so doing to prevent homelessness, crises, unnecessary hospitalization, and other negative outcomes.
7. Emphasize home visits and other in vivo (out of the office) interventions, eliminating the need to transfer newly learned skills from an artificial rehabilitation or treatment setting to the “real world.
8. Utilize Peer Counseling resources to help people avoid crisis situations in the first place or, if that proves impossible, intervene at the earlier possible moment to keep crises from turning into unnecessary hospitalizations or other negative outcomes.

(Continued)
## DUTY/RESPONSIBILITY NO. 1 (Continued)

**Statement of duty/responsibility**

Provide mental health treatment services (Continued)

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<th>Percent</th>
<th>Frequency</th>
<th>Tasks involved in fulfilling above duty/responsibility (Continued):</th>
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<td>90%</td>
<td>Daily</td>
<td>9. Utilize Peer Counseling skills and resources to promote consumers’ well-being in all areas of community functioning, including most especially the &quot;nitty-gritty&quot; aspects of everyday life including;</td>
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<td>a. Acquiring financial aid, housing, food, medications, etc.</td>
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<td>b. Teaching skills of daily living such as shopping, cleaning, cooking, laundry, and other ADLs.</td>
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<td>c. Acquainting with available resources in the community.</td>
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<td>d. Coordinating medical, mental health, substance abuse, and related care services</td>
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<td>10. Providing support/education to the consumer’s care givers and other natural supports.</td>
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<td>11. Assist other NEWACS clinicians with utilization of evidence-based clinical interventions (e.g. Assertive Community Treatment; Motivational Interviewing, etc.) in the provision of outreach/engagement services.</td>
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<td>12. Provide activities that promote socialization, recovery, self-advocacy, development of natural supports, and maintenance of community living skills to consumers;</td>
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<td>13. Coordinate Peer Counseling Services with other NEWACS Mental Health Counselors; transfer stabilized and engaged consumers into ongoing outpatient treatment with other NEWACS clinicians.</td>
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<td>14. Document all sessions and complete paperwork as required by agency, including progress notes, etc., in a timely manner and in accordance with agency policy.</td>
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<td>15. “Direct service” goal is 70% on an annual basis.</td>
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<td>16. Abide by all NEWACS policies and procedures and maintain the security of NEWACS Data Systems.</td>
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<td>17. Other related duties as assigned by Supervisor or his/her designee</td>
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## DUTY/RESPONSIBILITY NO. 2

**Statement of duty/responsibility**

Attend agency meetings to participate in program decision making, i.e., policy, procedure and client care.

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<th>Percent</th>
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<td>10%</td>
<td>Weekly</td>
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Tasks involved in fulfilling above duty/responsibility:

1. Attend case conferences/staffing of clients with team and supervisor.
2. Participate in staff meetings relevant to work assignment e.g., Crisis Team, MH/CD Co-Occurring Unit meetings, and “all staff” meetings.
3. Participate in individual supervision with Supervisor no less than once per month.
4. Coordinate care of co-occurring clients with appropriate staff from the Chemical Dependency Unit.
5. Attend in-service trainings (internal & external) as needed to enhance professional skills or meet requirements of employer and/or certification.

## PERSONAL QUALIFICATIONS/CREDENTIALES REQUIRED:

Provide the education level, degree(s), major area of study, certifications, and number of years experience required.

2. A consumer, or past consumer of mental health services;
3. Certified Peer Counselor as defined by the Washington State Mental Health Division (training and certification can occur following hire);
4. High school diploma or GED certification preferred;
5. Good oral and written communication skills;
6. Computer (word processing/typing) skills
7. Travel required (agency vehicle and/or mileage reimbursement provided.)
### PART B. SUPERVISORY RESPONSIBILITIES AND WORKING ENVIRONMENT

#### 1. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS

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<th>NAME</th>
<th>CLASSIFICATION TITLE OF PERSON WHO IS SUPERVISED</th>
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**INDIRECT SUPERVISION (see instructions)** Total number of positions indirectly supervised

#### 2. HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
1. Danger of client assaults/violence.
2. Exposure to Bloodborne Pathogens.
3. Travel on winter roads.
4. Exposure to traumatic incidents.

Precautionary measures taken to avoid those unusual or hazardous working conditions:
1. Police/staff presence PRN.
2. Staff safety training.
3. Advisories to 3rd party, e.g., 911.

Frequency of occurrence of unusual or hazardous working conditions:
--- V A R I A B L E ---

--- Acknowledgment of Assigned Duties/Responsibilities ---

All information on this Job Description is true and accurate and is a complete description of the duties and responsibilities assigned to the position.

**Signature of Employee** ___________________________ **Date** ______________

All information on this Job Description is true and accurate and is a complete description of the duties and responsibilities assigned to the position.

**Supervisor's signature:** ___________________________ **Date** ______________

All information on this Job Description is a true and accurate reflection of the duties and responsibilities assigned to the position in relation to the overall goals and objectives of the agency.

**Signature of Agency Head or Designee:** ___________________________ **Date** ______________