

## LAUREL HILL CENTER JOB DESCRIPTION

<b>JOB TITLE:</b>	Relief Peer Support Specialist	<b>FLSA Status:</b>	Non-exempt
<b>SUPERVISOR:</b>	Peer Support Program Manager	<b>Benefits Eligible:</b>	No
<b>Hours:</b>	Part-time, variable (including evening, overnight, weekend, scheduled and on call shifts)	<b>PTO/Holidays:</b>	Sick Leave

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### DESCRIPTION OF POSITION:

Relief Peer Support Specialists (RPSS) provide relief for Respite program and Pathways employees who request time off or call in sick. For Respite: RPSS provide back up support services for individuals residing in the transitional or respite apartments, including individual and group services for participants who need evening, weekend, and overnight support to effectively manage mental health symptoms. RPSS are assigned up to two on-call overnight shifts per week; a per diem is paid for being on-call; other shifts as assigned. For Pathways: RPSS provide back up support services by working on the Pathways floor and filling in at the Food Pantry.

### RESPITE JOB RESPONSIBILITIES:

- Assist participants with implementing and modeling coping or self-soothing strategies, including diversion activities such as cards or games.
- Provide individual or group supports including community based activities.
- Support team members and Crisis Line during work hours (making reminder calls, preparing and facilitating social, recreational and wellness group activities for residents).
- Follow steps, as trained, for crisis intervention (911, Cahoots, LHC Crisis Line).
- Follow and complete electronic documentation requirements for interventions provided.
- Collaborate with LHC staff regarding property or tenant behavior issues interfering with maintaining a safe environment for tenants, visitors and staff.
- Participant and community advocacy.
- Participate in Team and Supervision meetings as scheduled and required by law.
- Light housekeeping duties including cleaning, laundry, maintenance and other tasks as needed.

### PATHWAYS JOB RESPONSIBILITIES:

- Assist participants with implementing and modeling coping or self-soothing strategies, including diversion activities such as cards or games.
- Provide individual or group supports including community based activities.
- Support team members.
- Follow and complete electronic documentation requirements for interventions provided.
- Collaborate with LHC staff regarding participant behavior issues interfering with maintaining a safe environment.
- Assist with stocking and distribution of food items in the food pantry.
- Participate in Team and Supervision meetings as scheduled and required by law.

### Qualifications:

- Peer Support Specialist certification, including completion of state approved 40 hour PSS training course and Traditional Health Worker registry number, **or**
- Ability to obtain a state credential as a QMHA:
  - A bachelor's degree in behavioral sciences field (transcripts and copy of degree required).
  - A combination of at least three year's relevant work, education, training or experience (a resume or outline of relevant work required).

- Successful completion of Laurel Hill Center orientation training and demonstrated competency in engaging individuals and supporting their mental health recovery.
- Ability to work shifts assigned.

**MINIMUM REQUIREMENTS:**

- Available to work scheduled shifts that may vary between 3PM to 10AM for Respite.
- Available to work scheduled shifts that may vary between 10AM to 4PM for Pathways.
- Successful completion of a background check and urinalysis.
- Must have current Oregon Driver License and driving record supporting insurability.
- Consumers are encouraged to apply.

*Disclaimer: This job description indicates the general nature and level of work performed by employees within this position and is subject to change. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications required of employees assigned to this position. Employment remains AT-WILL at all times.*

*Founded in 1972, Laurel Hill Center is a non-profit organization. Its mission is to help people with psychiatric disabilities make choices and acquire skills that increase their self-reliance and ability to live and work in the community. Laurel Hill Center serves nearly 600 Lane County adults annually.*

*Laurel Hill Center is an Equal Opportunity Employer. Qualified candidates will receive consideration for employment without regard to race, color, religion, gender, or national origin.*

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Laurel Hill Center  
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Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_