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| Job Title: | Family Peer to Peer Support Specialist | FLSA: | Non- Exempt |
| Department/Group: | Children’s Services | Reports To: | High Fidelity Supervisor |
| Location: | Maysville | Travel Required: | Yes |
| Position Type: | Part-time |
| HR Contact: | Mary Breeze | Date posted: |  |
| Will Train Applicant(s): | Yes | Posting Expires: | ----- |
| **Job Description**: The Family Peer Support Specialist serves as a single point of contact for families in helping them gain the services and assistance necessary. |
| Applications Accepted By: |
| Drop off at Comprehend Office611 Forest Avenue Maysville KY, 41056 | Email: mbreeze@comprehendinc.org |
| Job Description |
| Role and Responsibilities* Provide collaborative, proactive and positive relationships with the families.
* Demonstrate good communication and leadership skills to facilitate maximum family involvement.
* Demonstrate care, balance, creativity and commitment to the children and families being served.
* Advocate for clients, parents, and caregivers, at the local and state levels.
* Educate the parent/caregiver in resources, rights and responsibilities.
* Collaborate with other agencies and professionals regarding the families being served.
* Prepare and submit reports and data as requested.
* Possess good communication and writing skills.
* Must maintain professional and ethical boundaries at all times.
* Demonstrate the ability to work collaboratively on a team.
* Be knowledgeable about and work within the applicable state and federal laws.
* Must collaborate with Children’s Service Coordinator, therapist, and any other professional entity involved in the child/family treatment

**Qualifications and Education Requirements*** High School Diploma or GED.
* Must be self- identified parent or family member who has lived experience with a client who has received behavioral health service(s) from at least one child serving agency.
* Satisfactory background checks and drug screens.
* Extensive on-the-job training.

**Physical Requirements*** Capable of driving a vehicle

**Special Requirements** * Have reliable transportation.
* Valid driver’s license
* Satisfactory motor vehicle record
* Be able to access numerous locations including consumer homes and schools in the Buffalo Trace area.
* Able to work flexible hours.
* Must undergo certification and training to maintain professional status.
* Must seek continuous professional development training in order to maintain professional status and meet Medicaid and/or SIAC requirements through Opportunities for Family Leadership within the Department for Mental Health/Mental Retardation Services.
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| Reviewed By: | High Fidelity and Targeted Management Supervisor | Date: | 06/11/2019 |
| Approved By: | Human Resource | Date: | 06/11/2019 |
| Employee Signature: |
| Last Updated By: | 03/08/2017 |