

Kentucky Family Peer Support Specialist



A Welcome From The Family Peer Support Initiative

On behalf of the members of the Kentucky Family Peer Support Initiative Committee, We would like to congratulate you on your decision to explore the position of Kentucky Family Peer Support Specialist (KFPSS). The intent for this project is (1) for Kentucky to have KFPSS's who are hired, utilized and sustained within Kentucky's Community Mental Health Centers (CMHC's) and the System of Care (SOC) (2) to ensure sustainability through integrity by having a pool of skilled and qualified Specialists and legislative regulations that make specific services Medicaid billable. Furthermore, the project includes expanding a formalized statewide family support network for support to parents and families by skilled peers.

This introduction packet has been prepared in order to provide you with an initial orientation to the position, a description of the Kentucky Family Peer Support Specialist Core Competency Training, and an explanation of the steps to request acceptance to the Core Competency Training,

including application materials.

After reviewing all the material, if you have any questions regarding matters related to the training opportunity or your qualifications, please do not hesitate to contact us.

Sincerely,

Barb Greene
KPFC Associate Director

Contact information:

Barb Greene

(606) 344-6825

(502) 875-1320

(800) 369-0533

Fax: (502) 875-1399

Email: barbara@kypartnership.org

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Process of Achieving Status of Kentucky Family Peer Support Specialist

PURPOSE: to ensure that Kentucky has a pool of Kentucky Family Peer Support Specialists (KFPSS) who are equally equipped and have the appropriate skills and knowledge.

GOALS: to encourage the applicant's self-examination, orient the applicant to the KFPSS position, to promote the integrity of the initiative, and to facilitate the process efficiently.

PREREQUISITES: each applicant must (1) meet the criteria of a parent as listed in the position description, (2) each applicant must possess, at a minimum, a high school diploma or GED equivalency, (3) must have successfully completed the KPFC Leadership Academy, (4) demonstrate experience of working with child-serving agencies and/or with parents/caregivers of children with an emotional, social, behavioral and/or substance use disability as indicated

by the applicant's responses on the short-essay form, and (5) demonstrate experience with leadership and advocacy in the field of mental health, as well as the ability to demonstrate his or her own efforts at self-directed leadership development.

PROCEDURES: achieving KFPSS status includes compiling documentation of prerequisites, applying for acceptance to the Core Competency Training, attending the training upon acceptance, passing an oral and written KFPSS Examination and follow-up with his/her Personal Development Plan (PDP). As described in the position description, it is important that those who complete the Core Competency Training maintain communication with the statewide family network organization (Kentucky Partnership for Families and Children, Inc.) and Opportunities for Family Leadership (Division of Behavioral Health).

Kentucky Family Peer Support Specialist Core Competency Training

Kentucky Family Peer Support Specialist (KFPSS) Core Competency Trainings are provided periodically as funds allow. Training dates and a copy of the application are available at barbara@kypartnership.org. Applications are also available by calling the KPFC office at 502-875-1320 or 1-800-369-0533, requesting a *Kentucky Family Peer Support Specialist Introduction Packet*. The KFPSS Core Competency Training is a thirty - five (35) hour program which requires full participation from attendees, with all sessions attended and course evaluations completed before receiving a certificate of completion.

Kentucky Family Peer Support Specialist Core Competencies

To ensure that all Kentucky Family Peer Support Specialists are equally equipped and have the appropriate skills and knowledge, each Specialist is expected to demonstrate core competencies. A core competency is fundamental knowledge, ability, or expertise in a specific subject area or skill set. The subject areas and skill sets of the Core Competency Training will include theoretical knowledge, system of care expertise, family support skills, cultural competence, communication skills, organizational skills, advocacy skills, and ethics/values.

Kentucky 's statewide family network organization (Kentucky Partnership for Families and Children, Inc.) is responsible for providing opportunities to develop these skill areas. It is the responsibility of the individual Specialist to utilize these opportunities to develop the core competencies required for this position.

Core Competency Training Goals

For those working in, or wishing to work in the field of Family Peer Support, this training is designed to:

- ⇒ Present participants with an established core curriculum developed by Kentucky Partnership for Families and Children in conjunction with Substance Abuse and Mental Health Services Administration (SAMHSA) and the Kentucky Division of Behavioral Health.
- ⇒ Prepare participants to use curriculum to work in Kentucky Family Peer Support Specialist Services within the Community Mental Health Centers, state operated or contracted facilities, or other organizations approved by the DBHDID Commissioner.
- ⇒ Provide needed information to enable participants with knowledge to pass an oral and written KFPSS Examination.

Explanation/Clarification of Terms

Disability: As defined and coded in the DSM-IV, The Diagnostic and Statistical Manual of Mental Disorders for an emotional, social, behavioral, and/or substance use disability.

Child-Serving Agencies: For the purpose of qualification for the position of Kentucky Family Peer Support Specialist (KFPSS), there must be or have been a connection between your child's disability/diagnosis and services with a child-serving agency. Examples of agencies are: Court Services and Department of Juvenile Justice, Department of Education, Department of Health Services, Department of Community Based Services, Department for Medicaid Services, Department for Mental Health and Mental Retardation Services, Family Resource and Youth Services Centers, First Steps, Hands, State Funded Preschools.

State-funded Services: For the purpose of qualification for the position of Kentucky Family Peer Support Specialist (KFPSS), there must be or have been a connection between your child's disability/diagnosis and services received with a child-serving agency. Examples of services are services funded through Medicaid, Kentucky IMPACT, Special Education Services, Court Designated Worker or Public Defender, services based on a modified payment plan based on income with Community Mental Health Centers,

Position Description: Kentucky Family Peer Support Specialist

Notation: Following is the position description for the Kentucky Family Peer Support Specialist position, which is approved by the Division of Behavioral Health, Developmental and Intellectual Disabilities. (DBHDID)

Summary

The Kentucky Family Peer Support Specialist (KFPSS) position is with the local community mental health center (CMHC). A Kentucky Family Peer Support Specialist is a biological parent, adoptive parent, or relative caregiver with permanent legal custody who is raising or has raised a child with an emotional, social, behavioral, and/or substance use disability; and whose child has been a consumer of at least one state-funded service for children with an emotional, social, behavioral, and/or substance use disability. The Specialist will provide mentoring and support to parents/caregivers through various modalities, and will work toward enhancing family involvement within the child-serving system of care.

Responsibilities

Duties

- Serve as an active member or a consultant of a child's treatment team for obtaining needed supports and services that will enhance the system of care; as needed.
- Assist with provision of wraparound process by:
 - Advocating for community support and change where client is disadvantaged,
 - Collaborating and consulting with IMPACT staff, client-team members, other professionals, and community partners and agencies.
 - Assisting with development and implementation of interagency service plans, as needed.
- Provide encouragement and support to parents/caregivers, as needed and identified by parent/caregiver, offering the opportunity to share their stories and modeling effective coping techniques.
- Create and/or formalize a network of parents/caregivers of children with emotional disabilities in order to help empower parents/caregivers in obtaining needed supports and services by cultivating and strengthening parent/caregivers' skills and abilities.
 - This networking may include local parent/caregivers' support groups, training/workshop events, retreats, or newsletters.
 - Skills and ability training may include self-advocacy and leadership skills, such as goal-setting, communication skills, making informed and independent choices, and gaining information and support from the community.
- Provide parent/family-friendly resource information regarding topics/issues of mental health diagnoses, current social issues/concerns, medication/treatment options, other community support groups and resources.
 - This may be accomplished through newsletters, workshops, handouts, brochures, or the development of a website.
- Develop and/or organize training to enhance parent/professional partnerships. Training may include:
 - Orientation to the local Kentucky IMPACT Program
 - System of Care Philosophy which includes Wraparound Process, Family Driven and Youth Guided Principles, etc.
 - Empowerment and self-determination
 - Cultural diversity
 - Collaboration and legal rights in education

(Continued)

- Attend state-wide meetings identified by the statewide family network, such as OFL sponsored Support Specialist meetings and State Family Advisory Council (SFAC) Meetings.
- Attend selected RIAC, LIAC, and SIAC meetings, when appropriate or required.
- Maintain appropriate documentation and records. For Medicaid billable services, receive oversight from Qualified Mental Health Professional, if required.
- Maintain communication with Kentucky Partnership for Families and Children KPFC and complete reports required for various grants.
- Complete any other related duties as assigned.

Key Role Interactions

- Work with mental health professionals and partnering agencies to ensure the integrity of Family-Driven and Youth-Guided Practices within the system of care.
- Assist with recruitment and training of parent representatives for the regional and local councils.
- Identify emerging parent leaders and encourage them to participate in opportunities at local, regional, state, and/or national levels.
- Collaborate with the Youth Peer Support Specialist, when appropriate.

General Guidelines

- Promote the philosophy and guiding principles of the System of Care Philosophy which includes Wraparound Process, Family Driven and Youth Guided Principles, etc.
- Maintain professional competency through ongoing coaching and training.
 - Yearly training hours expected are 6 hours of continuing education
- Maintain required supervision that may be required by CMHC

Qualifications, Knowledge and Skill Requirements

- Parent, biological or adoptive, or relative caregiver with permanent legal custody who is raising or has raised a child with an emotional, social, behavioral, and/or substance use disability; and whose child has been a consumer of at least one state-funded service for children with an emotional disability.
- All Family Peer Support Specialist must successfully complete the core competency training administered by the statewide family network and are required to seek continuous professional development training in order to maintain professional status and meet Medicaid and/or SIAC requirements.
- Minimum of high-school diploma or GED.
- Organizational abilities.
- Willing to work flexible hours and to travel within the region served. Good communication and writing potential, with the ability to communicate and relate well to parents, children, and professionals, including ability to listen well, to negotiate, and to remain objective.
- A non-judgmental attitude toward children with SED and their families.
- Ability to work with families from diverse cultural, religious, racial and socio-economic backgrounds.
- Demonstrate flexibility and problem-solving skills – ability to deal with situations that arise.
- Personal characteristics that include commonsense, ability to adhere to policies, procedures and code of ethics, healthy boundaries, enthusiastic, team player, willingness to learn, open minded, ability to transfer leadership in an empowering way.

Required Additional Training/Coaching (time-limited)

Understanding System of Care philosophy which includes Wraparound process, family-driven, and youth guided principles, etc.

Training Application: SHORT-ESSAY FORM

Full Name: _____

Date completed: _____

Please answer all questions. This is not a test with right or wrong answers. Your answers may be brief and answered on this form or you may attach a separate piece of paper. The short essays are intended to assess the basic skill set and experience of the applicant in working with parents/caregivers and with child-serving agencies. Your application cannot be processed unless the application is fully complete, including this essay form.

1. Please list your child 's/children 's diagnosis/diagnoses and describe any state-funded services they are receiving or have received (see enclosed definition of state-funded services, page 2).

2. Why do you want to become a Kentucky Family Peer Support Specialist (KFPSS) ?

3. What are your current responsibilities as a full-time caregiver and/or employee/?

4. Describe any volunteer work you have been involved in (some examples are: PTA president, Scout Leader, Habitat for Humanity, Neighborhood Association, Sunday School/Youth Leader).

5. What makes you a good candidate to work with other parents and caregivers of children with mental health/ substance use challenges?

6. Why do you think it is important for Kentucky Family Peer Support Specialists to share their experiences?

7. What does family-driven and youth-guided mean to you?

8. Briefly describe the most valuable assistance/support you have received as a parent/caregiver.

9. This question explores your experiences or observations about team/group work.

9A. What are some of the advantages to being part of a team?

9B. What are some of the disadvantages to being part of a team?

10. Is there anything else you would like us to know in considering you for the Core Competency Training?

Kentucky Family Peer Support Specialist

Core Competency Training Application

APPLICATIONS, for the training scheduled October 15 - 20, 2017, MUST BE POSTMARKED NO LATER THAN: **September 25, 2017**

Please **print** your name:

Name: _____

Organization Name (if applicable) : _____

Supervisor 's Name (if applicable) _____

Contact# _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Email: _____

You will receive confirmation of receipt of your application within 10-15 business days. If you do not, please contact us immediately. It may mean we did not receive all or part of your application packet and may be unable to contact you.

Contact Numbers: 502-875-1320 or
1-800-369-0533

Provide the following information by indicating "yes " with a CHECK mark.

- ☐ I am a biological parent, adoptive parent, or relative caregiver with permanent legal custody who is raising or has raised a child with an emotional, social, behavioral, and/or substance use disability
- ☐ The child mentioned above is or has been a consumer of at least one state-funded service for children with an emotional, social, behavioral, and/or substance use disability
- ☐ I have successfully completed the Leadership Academy offered by Kentucky Partnership for Families and Children, Inc.
- ☐ I completed a minimum education of High School and have attached a copy of my diploma or transcript
- ☐ I completed my GED coursework and have attached a copy of my GED Certificate
- ☐ I completed and have attached the Short Essay Form
- ☐ I have detached this page and provided information on both sides of this document
- ☐ I understand that the Kentucky Family Peer Specialist Training is **not** a job placement program and completion of the training does NOT guarantee that I will be hired as a Kentucky Family Peer Support Specialist
- ☐ I understand that if I am currently employed with a CMHC, that my supervisor may be contacted to discuss my training participation
- ☐ I am requesting a waiver for the thirty-five (35) hours training in accordance with this administrative regulation. Enclosed is the required documentation for the waiver.

Your signature: _____ Dated: _____

*** Please make copies (for your records) of ALL MATERIAL you send to the KPFC Family Peer Support Coordinator**

Mail Application Packet to:

KFPSS Training
Kentucky Partnership for Families and Children

KENTUCKY FAMILY PEER SUPPORT SPECIALIST

Registration Information:

Kentucky Family Peer Support Specialist (KFPSS)

Core Competency Training

Developed by Kentucky Partnership of Families and Children, Inc.

Registration Deadline:

(Please type/print clearly)

Name: _____

Organization Name (optional): _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Email: _____

Lodging: I will not need lodging ☐

I will need lodging for the following nights: Sun Mon Tue Wed Thur
☐ ☐ ☐ ☐ ☐

What type of room would you prefer? ☐ Smoking ☐ Non-smoking

LODGING AND MEALS ARE INCLUDED WITH YOUR TRAINING REGISTRATION

Please indicate special needs or accommodations:

☐ Handicap Accessible ☐ Menu for Diabetics

☐ Other: _____

Training Information:

Training is \$500 per agency \$100 for non-hired individuals. Scholarships are limited!

Date: October 15, 2017 - October 20, 2017

Location: Dale Hollow Lake State Resort Park

5970 State Park Rd

Burkesville, KY 42717

Hotel Front Desk: 866-599-6674



Submit registration with completed application to:

KFPSS Training

Kentucky Partnership for Families and Children

207 Holmes Street 1st Floor

Frankfort, KY 40601-2106

For Phone Assistance: 502-875-1320 or 1-800-369-0533

Fax 502 - 875-1399

* If your application for training is accepted, registration will be arranged for you using the information you have provided.

SPONSORS OF THIS EVENT:

This training is developed by Kentucky Partnership of Families and Children Inc.; in conjunction with Substance Abuse and Mental Health Services Administration (SAMHSA), the Kentucky Division of Behavioral Health, and Kentucky Systems to Enhance Early Development..

KPFC

Kentucky Partnership for Families and Children, Inc.

207 Holmes St. First Floor

Frankfort, KY 40601-2106