

# Kentucky Family Peer Support Specialist



## A Welcome from KPFC Family Peer Support Initiative

On behalf of the members of the Kentucky Family Peer Support Initiative, 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 (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,

### What you will find inside this packet:

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### Process of Achieving KFPSS Status

**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.

**PRE-REQUISITES:** 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 Kentucky Family Leadership Academy, (4) demonstrate experience of working with child-serving agencies and/or with parents/caregivers of children with an emotional, social, behavioral

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## 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 [www.kypartnership.org](http://www.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.

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### Kentucky Family Peer Support Specialist Core Competencies

To ensure that all Kentucky Family Peer Support Specialists are equally equipped and have the appropriate skill 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 skill, 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.

#### Explanation/Clarification of Terms

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#### 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 Department for Behavioral Health, Developmental and Intellectual Disabilities (DBHDID).
- 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.
- Disability: As defined and coded in the DSM-V, 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 Service, Department for Mental Health and Mental Retardation Services, Family Resource and Youth Service Centers.

- **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 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, hospitals, crisis stabilization units, or residential treatment program.

## 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 Department for Behavioral Health, Developmental and Intellectual Disabilities (DBHDID).

**Summary . Eligibility Criteria.** A family peer support specialist shall:

- (1) Be eighteen (18) years of age or older;
- (2) Be a self-identified parent or other family member who has lived experience with a client who has received services related to a mental health, substance use, or co-occurring mental health and substance use disability from at least one (1) child serving agency;
- (3) Have a minimum educational requirement of a high school diploma or General Equivalency Diploma (GED) certificate;
- (4) Have successfully completed a KFLA training approved by the department;
- (5) Successfully complete a KFPSS core competency training approved by the department or receive a training waiver for this requirement in accordance with Section 5 of this administrative regulation; and
- (6) Successfully complete, maintain, and submit to the department documentation of a minimum of six (6) hours of related training or education in each subsequent year

### 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 provisions of wraparound process by:
  - Advocating for community support and change where the client is disadvantaged,
  - Collaborating and consulting with MH 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 MH programs
  - 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
- Attend state-wide meetings identified by the statewide family network sponsored Support Specialist meetings and State Family Advisory Council (SFAC) Meetings
- Attend selected RIAC, and SIAC meetings, when appropriate or required
- Maintain communication with Kentucky partnership for Families and Children (KPFC) and complete reports required for various grants.
- Complete and 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 regional and local councils and committees.
- 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 training.

- At least six yearly training hours expected to maintain certification.
- Maintain required supervision that may be required by employing agency.

### **Qualifications, Knowledge and Skill Requirements**

- Parent, biological or adoptive, or relative caregiver with permanent legal custody with 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.

## Training Application: SHORT-ESSAY FORM

**Full Name:** \_\_\_\_\_

**Date Complete:** \_\_\_\_\_

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 diagnosis/diagnoses and describe any state-funded services they are receiving or have received (see enclosed definition of state-funded services, page 2)**

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

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

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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).**

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(Continued)

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

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

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

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

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

- a. What are some of the advantages of being part of a team?

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- b. What are some of the disadvantages to being part of a team?

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

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## Kentucky Family Peer Support Specialist

### Core Competency Training Application

APPLICATIONS, for the training scheduled October 17-21, 2016 App. MUST BE POSTMARKED NO LATER THAN: **October 5, 2016**

Please **print** your name:

Name: \_\_\_\_\_

Organization name (if applicable): \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ 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 meet the criteria outlined above under eligibility section of this application.

☐ 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 KPFC and have attached/included a copy of my certificate of completion

☐ 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 Support 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 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

207 Holmes Street, 1<sup>st</sup> Floor

Frankfort, KY 40601-2106

**Registration information:**

Kentucky Family Peer Support Specialist  
(KFPSS)

Core Competency Training

Developed by Kentucky partnership of  
Families and Children, Inc.

**Registration Deadline: October 5, 2016**

(Please type/print clearly)

Name: \_\_\_\_\_

Organizations 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

☐ ☐ ☐ ☐ ☐

**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 \$500.00 for agency employees

\$100.00 for individuals

(Limited scholarships available for individuals)

**Date:** October 27-21, 2016

**Location:** Rough River Dam State Resort  
Park

450 Lodge Rd.  
Falls Of Rough,  
KY 40119

**Phone:**

(270) 257-2311

Submit registration with

Completed application to:

**KFPSS Training**

**Kentucky Partnership for Families and  
Children**

**207 Holmes Street 1<sup>st</sup> Floor**

**Frankfort, KY 40601-2106**

For Phone Assistance: 502-875-1320 or

1-800-369-0533

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