

Position Description: Kentucky Youth Peer Support Specialist

Summary

A Kentucky Youth Peer Support Specialist is a transition-age youth or young adult with lived experience who is at least 18 years of age and not older than 35 years of age who has an emotional, social, behavioral, and/or substance use disability and who has or is currently receiving state-funded services related to the disability from at least one child-serving agency. The KYPSS will provide support to youth through various modalities, and will work toward enhancing youth involvement within the System of Care.

Responsibilities

KYPSS duties include:

A. Provide One-on-One Peer Support

- To serve as a role model for clients/customers
- Using relevant personal stories to teach through experience
- Supporting clients by attending team meetings, upon request
- Complete safety checklist and create/maintain safe environment
- Conduct initial conversation utilizing motivational interviewing skills to help build a trusting relationship
- Create strengths/barriers list
- Complete confidentiality paperwork
- Create action plan specific to peer support and research pertinent information to meet recipient's needs
- Facilitate access to needed resources, plan for future needs and facilitate transition into positive and healthy activities and situations
- Assist in and reinforce skill development and foster a sense of accountability
- Support youth to self-advocate (e.g., wraparound meetings)
- Recognize/celebrate individual accomplishments

B. Advocate for a Youth-Guided System of Care

- Help individuals working with youth to understand youth culture; and
- Help clients enhance their relationships with community partners
- Prepare youth for committee participation
- Educate partners on youth inclusion
- Obtain financial support for youth voice
- Support progress toward legislative change and collaborate on youth policy changes

C. Foster Leadership Development

- Supporting clients by improving their confidence to be a self-advocate
- Ensuring and empowering client voice and choice during development and implementation of plans
- Identify emerging youth leaders and assist with youth leadership development opportunities
- Provide leadership skill-building opportunities and create opportunities for youth to practice leadership skills
- Convey relevance of work to future leadership opportunities
- Provide one-on-one coaching and feedback
- Encourage youth leaders to develop additional youth leaders

D. Manage Own Self Care

- Utilize effective, healthy coping skills; and
- Manage healthy emotional and physical lifestyle
- Honor professional boundaries
- Manage dual personal/professional relationships
- Seek out and utilize trusted peer feedback
- Maintain open dialogue with supervisor and coach
- Identify personal limitations (i.e., Recognize when overwhelmed and delegate tasks)

E. Perform Administrative Tasks

- Complete hiring agency's required documentation. Including your work hours, billing documentation, and any chart requirements
- Adhere to agency policies and procedures
- E-3: Attend appropriate agency orientation
- E-4: Manage safety sheets
- E-5: Organize work schedule and maintain organized workplace
- E-7: Participate in treatment planning
- E-9: Meet with supervisor
- E-11: Monitor program budget

F. Perform Other Tasks as Assigned

Other tasks assigned could include:

- Assisting in grant writing
 - Participating in special projects, or
 - Providing group training
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KYPSS Core Competency Training Prerequisites

Each applicant must:

- Must meet the criteria of a youth with lived experience with an emotional, social, behavioral, and/or substance use disability who is at least 18 years of age and not older than 35 years of age,
- Possess, at a minimum, a high school diploma or GED equivalency,
- Have successfully completed the Kentucky Family Leadership Academy,
- who has or is currently receiving state-funded services related to the disability from at least one child-serving agency
- Discuss experience of receiving state-funded services from at least one child-serving agency on the applicant's responses on the short-essay form, and
- Demonstrate experience with leadership and advocacy in the field of behavioral health, as well as the ability to demonstrate his or her own efforts at self-directed leadership development.

Procedures:

Achieving KYPSS status includes:

1. Compiling documentation of prerequisites,
2. Applying for acceptance to the Core Competency Training,
3. Attending the training upon acceptance,
4. Passing oral and written KYPSS examinations, and
5. Receiving a certificate of completion.

Knowledge Requirements

- Ethical standards of practice for KYPSS
 - Agency Policy & Procedures, HIPPA, FERPA, and other privacy and confidentiality laws
 - Behavioral/emotional challenges and co-occurring mental health and substance use disorders
 - Group dynamics, meeting practices/procedures and cultural competency and awareness
 - Resource location and cross-agency knowledge
 - Safety requirements
 - Self-care and self-awareness
 - System of Care Core Values including Wraparound Philosophy
 - Suicide awareness and prevention
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Skill Requirements

- Demonstrate good verbal and non-verbal communication skills and use Motivational Interviewing OARS to build relationships with customers and community partners
- Ability to use observation, consensus building and collaboration in group settings
- Being able to facilitate in groups and Delegate tasks to others
- Demonstrate good decision-making and use creativity when problem solving
- Able to handle emotions with positive coping and de-escalation
- Ability to prioritize, organize, and use time management
- Be able to use technology, perform information gathering/research and carry out grant writing
- Ability to perform budgeting
- Be able to mentor youth by providing guidance as an experienced youth
- Ability to provide coaching to youth, giving them individual time to teach specific skills

Characteristics

A KYPSS is:

- Non-judgmental, fair and open minded
- Self-determined, disciplined and motivated
- Respectful, honest and genuine
- Independent, passionate and uses inner strength
- Reliable, flexible, creative and a good team player
- Compassionate, approachable, patient, and empathetic

Required Additional Training

Complete and maintain documentation of a minimum of six (6) hours of related training or education in each subsequent year.
