



## ***Parent Peer Specialist Position Description***

RISE is an emerging leader in coordinated care and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

The Parent Peer Specialist position is designated for a person who has their own lived experience with parenting children and/or youth with social, emotional, behavioral, mental health and/or substance use challenges.

The Parent Peer Specialist is responsible for playing a leadership role in the agency to promote a culture in which lived experience point of view are recognized, understood, respected, and integrated. The Parent Peer Specialist collaborates on developing policies and practices that are inclusive and recovery oriented, and will provide culturally specific advocacy, education, stabilization, planning and referral for families, with primary attention to the Children Come First (CCF) and Comprehensive Community Services (CCS) programs.

As with all positions at our agency, it is the duty of individual in this position to fully support the mission, vision and values of the agency, to work in a coordinated manner with other employees, and to demonstrate professional and personal confidence in the service delivery model and approaches taken by the organization.

### **Position Responsibilities:**

#### **Direct Service**

1. Share one's own personal recovery experiences with purpose and intent to build trust, support self-determination, and to benefit individuals and families served.
2. Support and assist individuals and families with identifying and establishing natural and professional supports and building social capital in the community.
3. Advocate for individuals and families within the community to address barriers which may interfere with personal and family growth and access to services.
4. Be accessible to and provide support and advocacy with families on an individual basis.
5. Partner with families and individuals in conjunction with clinical and direct service staff to provide supportive peer driven services that are trauma-informed, culturally relevant, and non-stigmatizing. Direct services to individuals, families, and groups, with the appropriate level of education, training and supervision may include: parenting support and education, parent coaching, crisis prevention and intervention, facilitation of groups, parent-child relational support, Team Meeting participation, and other services identified on the CCF & CCS service array.
6. Remain current on the array of community resources and how to access them.

7. Provide information and support regarding mental health, child welfare, youth justice, substance use and related issues.
8. Continually develop skills through clinical/reflective supervision, group consultation regarding participant roster, training, and independent study.
9. Provide consultation and peer support to RISE staff as requested.

#### Administration

1. Perform regular data collection tasks specific to participant programming.
2. Maintain regular and timely service note documentation and correspondence with program participants, peers, and other professionals.

#### Program Development & Implementation

1. Provide outreach to individuals and families involved with RISE.
2. Provide guidance, support, and collaboration to other agency leaders and program supervisors in the development and implementation of Peer Specialists in every aspect of service delivery.
3. Enlist, and support parents and participants, past and present in agency efforts, committees and Board of Directors.
4. Recruit and provide brief orientation for participants who are participating on internal agency meetings and committees, i.e. hiring committees, Quality Assurance/Process Improvement Committee, Transition Committee, etc.
5. Participate on external community committees and advocacy opportunities as needed.

#### Agency

1. Engage in ongoing examination of one's own biases and continued work toward cultural humility.
2. Attend and actively participate in program meetings and agency meetings.
3. Follow RISE's confidentiality guidelines to ensure program participant privacy.
4. Follow RISE's policies and procedures as cited in the Employee Handbook.
5. Perform other duties as requested by the direct supervisor or agency director that enhance the overall agency operation.
6. Hold a valid driver's license, have access to reliable transportation, and have a driving record that enables purchase of automobile insurance, in accordance with agency guidelines.
7. Additional tasks as assigned.

#### **Required Qualifications:**

- High School Diploma
- Your own lived experience parenting a child or youth with mental health and/or substance use challenges, and ability to share your recovery journey.
- Demonstrated ability to work collaboratively, professionally, and responsively in a variety of settings.
- Understanding of social service systems, court systems, school systems and/or community resources.
- Ability to drive self and others via vehicle
- Daily access to a reliable vehicle, with valid drivers' license and insurance

- Demonstrated written and verbal communication skills, and comfort with using a computer; and willingness to learn new skills as needed or required.
- Ability to pay attention to detail and a commitment to quality and the timely completion of duties
- Demonstrated ability to work as a member of a team

**Preferred Qualifications:**

- Bilingual in Spanish, French, Arabic, Hmong, or another language as deemed necessary by program (in addition to English) as determined by ALTA test and within RISE'S acceptable range
- Will complete WI State Certified Peer OR Parent Peer Specialist training and will pass the state certification exam within one year of hire.
- Three years relevant work experience in an advocate role and/or serving individuals and families.

**HIPAA Regulations:**

As a required part of employment with RISE, the employee must preserve all rights and protections under the Health Information Portability and Accountability Act (HIPAA) of 1996 for the consumer population served by this agency; it is the obligation of the employee to ensure that private health information is protected and that disclosures are permitted only with appropriate authorization. The employee is required to comply with all Federal and State regulations as part of the organization's HIPAA training which describes the policies and procedures for the agency.

**Accountability:**

The Parent Peer Specialist is accountable to the Lead Peer/Parent Peer Specialist and Director of Mental Health Programs

**Employment Status:** Regular, full-time, and regular, part time.

**FLSA Status:** Non-exempt.

**Physical Demands:**

While performing office-related the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands and fingers to operate and handle keyboards and computer controls. May be requested to lift materials of up to 20 lbs. Specific vision abilities required include close vision reading. The position requires sitting, standing, stooping, bending, lifting, walking, climbing, speaking, and driving. The functions of this position are varied in nature and require the ability to make clear and concise presentations and to respond in an effective and appropriate manner during crisis. The employee is required to communicate effectively via verbal, audible and written means.

Performing the duties of this position in the community setting involves employees sitting, standing, stooping, bending, lifting, walking, climbing, and speaking. The functions of this position are varied in nature and require the ability to make clear and concise presentations, and to respond in an effective and appropriate manner during crisis.

This position requires dexterity with ability to push, pull, carry, balance, and kneel to assist and perform activities. This position requires routine local driving, and frequent driving of program participants to meetings and appointments, and on community outings. Specific vision abilities required include close

and distance vision. The employee is required to communicate effectively via verbal, audible and written means.

**Work Conditions/ Hours:**

**Office:** Heated and air-conditioned open office/office environment. Noise level is usually low to moderate. Significant travel by vehicle required. The employee may be requested to drive self and others via vehicle. Regular schedule is 40 hours per week, or in the event of part time employment, designated part time hours, Monday–Friday, with some scheduling flexibility. May be required to work on weekends and evenings depending on program participants’ needs and schedules.

**Home and community visits:** This position also requires the employee to provide services in the homes of families within the community. As such, work conditions in program participant homes will vary. The noise levels in the work environment may vary, as is expected when working with young children, youth, and families. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Application Instructions:**

Send completed application form and resume to:

Attn: Human Resources

RISE

2120 Fordem Ave

Madison, WI 53704

Alternatively, fax to (608) 250-6637 or e-mail to [hr@risewisconsin.org](mailto:hr@risewisconsin.org)

If you need technical assistance or an accommodation during the application/hiring process, please email us at [hr@risewisconsin.org](mailto:hr@risewisconsin.org) or call (608) 250-6334.

**RISE is an Affirmative Action/Equal Opportunity employer.** RISE offers equal employment opportunities to all employees and applicants for *employment, upgrading, demotion or transfer, recruiting, layoff or termination, rates of pay or other forms of compensation, selection for training including apprenticeship insofar as it is within our control* without regard to race, color, religion, sex, sexual orientation, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, political beliefs, student status, genetic information, marital status, age, disability, or any classification protected by federal, state, or local laws.

*The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. RISE retains the discretion to add duties or change the duties of this position at any time.*