



CANONCITO BAND OF NAVAJOS HEALTH CENTER

PO Box 3338 / 129 Medicine Horse Drive – To'Hajiilee, NM 87026 INC.
Phone (505) 908-2307 / Fax (505) 908-2310

PEER SUPPORT SPECIALIST Position Description

Department:	Behavioral Health
Job Code:	
Pay Range:	
Hours/Week:	40 hours
Position Type:	Full-Time

Reports To:	Behavioral Health Director
Classification:	Non-Exempt
Effective Date:	May 2, 2022
Revised Date:	September 15, 2023

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

POSITION PURPOSE

A Peer Support Specialist is a provider who provides support to people struggling with substance abuse and mental health disorders and works under the supervision of an independent behavioral health provider. A Peer Support Specialist will provide support for patients as they look to overcome substance abuse and mental health disorders. A Peer Support Specialist helps patients achieve recovery and sustain optimal health who struggle with wellness and mental health conditions.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- The Peer Support Specialist serves as a member of the Primary and Behavioral Health Care Team.
- Peer Support Specialist provides support services to individual or family member with similar life experience, under the supervision of an independent Behavioral Health Supervisor.
- The peer support specialist provides services and care focused on behavioral health and addictions to recovery, and including physical health promotion, and disease prevention and intervention activities for individuals and their families who experience mental health and substance abuse challenges.
- Provides comprehensive case management/ comprehensive community support services peer/family support services for patients with mental health and/or substance use diagnoses.
- Services may include: monitoring and coordinating treatment, assisting with engagement, linking to community services, crisis intervention, advocacy, and skill building activities.
+Develops comprehensive plans of care and safety/crisis plans with assigned clients. +Completes all documentation and billing requirements on time.
- Assists co-workers and patients through a helping relationship to promote respect, trust, and warmth, and empower individuals to make changes and decisions to enhance their lives
- Obtain relevant information about clients through interviews, assessment, case history to determine level of severity of substance misuse and/or mental health problems and provide information/ feedback to the behavioral and medical professionals.



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- Monitor patient behavior, schedule, medication, and activities. Report any unusual behavior, conflicts, or recovery to independent behavioral health and medical professionals.
- Provide case management services for assigned patients based on needs identified. and assist patients in following through with continuum of care treatment programming at all levels of care, i.e., outpatient, intensive outpatient program, detox services and psychiatric hospitals or correction facilities.
- Offer one-on-one support and counseling and receive warm hand off from independent behavioral health and substance abuse providers and medical providers
- Demonstrate ability to assist patients in meeting goals through treatment planning process and document in Electronic Medical Records (EMR).
- Assist patients in directing their own recovery and advocacy processes.
- Promote patient skill development for coping with and managing symptoms, while facilitating use of natural supports and enhancement of community living skills.
- Provide and promote patient activities that emphasize acquisition, development, and expansion of rehabilitation skills needed to move forward in recovery.
- Establish and maintain contact with community agencies, resources and professional providers necessary for intervention and case management for patients.
- Transport (if necessary) or work with transportation to assist patients with appointments, make arrangement for services outside the community, such as detox programming or other service or care.
- Respond to crisis calls, patient and community emergencies as needed.
- Plan and develop therapy sessions, assist support groups, and other resources.
- Document comprehensive community support services and/or case management activities, maintain notes and complete records, forms and reports as required for clinical documentation and billing in the EMR.
- Coordinate patients with maintaining behavior health therapy sessions and medical appointments.
- Maintain ethical standards of practice, competence, conduct and integrity, confidentiality, responsibility to patients.
- Attend staff meetings and team conferences as assigned or required by Behavioral Health supervisor.
- Provide information and feedback on family members with behavioral health and medical professionals on a daily basis.
- Supports a healthy, effective workplace with open communication and cooperative employee relationships.
- Other duties as assigned by the Behavioral Health Director.

MINIMUM MANDATORY QUALIFICATIONS

Experience

- Six (6) months to one (1) year experience as a peer support specialist or related job duties.

Education

- Associates Degree with active, applicable certification.

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Must be able to carry out the essential duties, functions and responsibilities.
- Must present a positive appearance, maintain a professional demeanor and provide exceptional customer service.
- Strong working knowledge of computers and software applications.
- A team player with excellent communication and interpersonal skills.
- Ability to communicate clearly and effectively with patients and other external parties in a courteous and friendly manner at all times.
- Must be comfortable interacting with people in different types of situations.
- Must be trustworthy and protect clients' privacy.
- Must have good organizational skills to manage diverse responsibilities.
- Must be able to maintain confidentiality at all times.
- Ability to perform other duties as assigned.



PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language.
- Associate's degree in Business Administration.
- One (1) or more years of experience in a healthcare setting.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Taking and hearing are essential to communicate with patients, vendors and staff.

Mental Demands

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to Humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026
- For more information, contact Human Resources at (505) 908-2307 ext.120

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.