

VINFEN
POSITION DESCRIPTION

Job Title:	CBFS Peer Resident Manager	Date:	4/2009
Division:	Operations	Department:	Psychiatric Rehabilitation
Reports to:	Program Director	FLSA:	Non-Exempt
Job Code:	809		
Job Grade:	12	Approval:	VP Human Resources

Summary:

Peer Resident Managers provide education, role-modeling and advocacy to support the recovery of persons served by Community Based Flexible Supports (CBFS) living in a “consumer run household”. Peer Managers help persons served explore their options and gain the confidence, skills and resources needed to succeed in cooperative living with others; and to eventually move on to independent living. Provide weekend and evening coverage for crisis response for clients in the consumer run household in which they live. Position provides free housing as well as an annual salary.

Job Duties and Responsibilities:

The essential job duties/responsibilities of the position are included in but not limited to information listed below.

1. Provides support, advocacy and education to persons served upon entry into the “Evolving Consumer Household”.
2. Provides weekend and evening coverage for crisis response for clients in the consumer run household in which they live.
3. Collects rent and organizes chores – including household and cooking – for the home.
4. Leads a community meeting weekly to coordinate household business, organize activities required, and discuss issues of interest to the group.
5. Prepares and helps CBFS clients on an informal basis to engage in a recovery process and to communicate their strengths, hopes, dreams and goals to treatment team. Uses motivational interviewing, harm-reduction and strengths-based approach when helping clients to think through their current life circumstances compared with their hopes and plans for the future.
6. Provides support to CBFS clients living in the household during transition times– whether they are being discharged from a hospital, detoxification, jail or respite setting.
7. Teaches and consults with CBFS staff he/she encounters to reinforce and improve their understanding of the perspectives of clients and to use processes and strategies conducive to recovery.
8. Helps clients develop self-advocacy skills while assisting them in problem solving activities.
9. Provides information and training on recovery and self-management plans and strategies.
10. Provides access to resources for clients.
11. Assists clients in strengthening relationships with housemates, family and friends.
12. Assists clients in linking to other community services and peer networks – both actual and

- electronic, including services and networks for people with co-occurring disorders – including mutual help and peer support groups.
13. Supports CAR Team members in arranging social activities/recreation and fun for clients.
 14. Provides on-going problem solving and support to help clients improve their daily living skill abilities.
 15. Completes record and service documentation as required.
 16. Attends in-service trainings.
 17. Models effective coping techniques and self-help strategies.
 18. Provides crisis intervention when needed.
 19. Attends Collaborative Action for Recovery (CAR) team meetings for clients living in the household.
 20. Engages as member of CBFS Peer Coordinator Competency Enhancement Work (CEW) Group for continuous professional role development and learning.
 21. Performs other related duties as assigned.

Knowledge and Skills:

Willing to use and share his/her personal, practical experience of recovery process, wellness management, and the personal effort and commitment required for persons served to have a full and satisfying life in the community

Strong commitments to the right and ability of people served by CBFS to live, work, have meaningful relationships and receive the resources and supports needed in their community of choice

Knowledge of person-centered, strengths-based, recovery-oriented values and principles and modalities

Knowledge of psychiatric rehabilitation principles values and practices

Ability to create and maintain supportive, trusting relationships with persons served by the program

Commitment to maintain confidentiality of persons served

Knowledge of engagement and participatory planning techniques

Sensitivity to the cultural, religious, ethnic, disability and gender differences of persons served

Knowledge and use of advocacy techniques

Respect for and knowledge of legal, civil and human rights of persons served

Knowledge of community and other resources

Ability to work independently as well as a part of a team

Ability to use crisis intervention techniques and promote psychiatric advance directives and relapse prevention techniques

Knowledge of informal assessment practices

Ability to balance competing priorities

Ability to make independent judgments and decisions

Knowledge of personal computer applications and equipment

Knowledge of documentation standards requirements

Typical Recruiting Requirements:

Experience as a recipient of services for people with psychiatric conditions and be well along in own personal recovery (self-knowledge and habits needed to support one's own health) required.

Two to three-year's lived experience with co-occurring disorders in addition to psychiatric

conditions preferred. Experience working with people with psychiatric disability, co-occurring disorders preferred. Valid driver's license preferred. Access to an operational and insured vehicle and willingness to use it to transport clients preferred. Preference given to bi-lingual/bi-cultural applicants. Certified Peer Specialist credential preferred.

Physical Effort:

May require light to moderate exertion of physical effort in situations such as recreational activities; some lifting, pushing, pulling and other physical activity.

Working Environment:

Congregate program; travel to meetings may be required.