

JOB DESCRIPTION

Job Title:	Lead Peer Support Specialist
Reports to:	Inclusion Services Manager- The is a grant funded position that will continue until funds are depleted. (SAMHSA-Grant)
Supervises:	No
Job Code:	
FLSA Status:	<input type="checkbox"/> exempt <input checked="" type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	Starts at- \$19.50 - \$21.00 an hour

Position Summary: The Lead Peer Support Specialist supports the Inclusion Services Manager in the provision of peer support and recovery services for families seeking mental health or related services in Orange County. Primary functions include a) recruiting, training, and leading a cohort of parents to participate in early childhood strategic planning and activities within the Youth Mental Health Commission (YMHC) in coordination with other vendors and b) assisting families that have been assessed and referred by Inclusionary Services to mental health and related services.

Primary goals are to assure children and families have improved access to receiving intervention services and have the primary voice in decision-making related to services for their children as well as a primary voice in policymaking for the larger population of children in Orange County.

Essential Job Functions:

- Serve as lead to the Peer Support Specialist (PSS), inclusive of facilitating on-boarding and training, offering professional guidance and periodic professional development sessions (with the guidance and direction of the Inclusion Services Manager), and provides as-needed support to the PSS on case-specific activities in partnership with the Inclusion Team.
- Ongoing development of a plan with strategies to engage, recruit, train and lead a cohort of parents to participate in early childhood strategic planning and activities within the Youth Mental Health Commission (YMHC) in coordination with Orange County and Federation of Families staff.
- Ongoing implementation of the established plan with strategies to engage, recruit, train and lead a cohort of parents to participate in early childhood strategic planning and activities within the Youth Mental Health Commission (YMHC) in coordination with Orange County and Federation of Families staff.
- Ongoing establishment of trust, development of rapport and engagement with families.
- Facilitate a monthly parent peer group and actively encourage families to participate in this group as well as other support groups, family meetings and other engagement activities through personal attendance.
- Track and follow-up with family's progress with intervention services 30 days after initial appointment and 60 days thereafter to ensure family is satisfied with services.
- Enter all service hours, contact notes, and all other pertinent data provided to each family in our Salesforce database system.

- Enter all communications with therapeutic providers into Salesforce.
- Complete all required reports.

- Identify and implement opportunities in which the lived experience and voice of families served can improve program operations and family outcomes.
- Works together with families to help them identify key needs, areas of concerns, goals, and objectives to improve children's access to services.
- Assist families screened/assessed by Inclusion Services to navigate and access mental health and related services and record when child has attended the first appointment to ensure the connection/referral is successful.
- Participate in Federation of Families, Youth Mental Health Commission and Social Emotional meetings and events to support families and youth.
- Participate in the agency's strategic plan and quality improvement processes.
- Monitor family and youth satisfaction with services.
- Participate in all Evaluation Activities and Continuous Quality Improvement Initiatives as required by the Orange County Early Childhood Initiative Project.
- Conducts and/or assists with family training and designated programs.
- Collaborates with other departments/initiatives (such as Baby Institute) as needed to promote Peer Support practices in the agency.

Lead Peer Support Specialist

Professional Development

- Attends and participates in focus meetings with families.
- Stays abreast of all requirements from funded agencies.
- Ensures staff meets and maintains established core competencies.
- Attends regular staff meetings.
- Receives training in early childhood, cultural and linguistic competency and family voice and choice.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Ability to organize own work, coordinate projects, set priorities, meet deadlines and follow-up on assignments with minimum direction.
- Ability to establish and maintain positive working relationships with other employees.
- Ability to effectively communicate sensitive information.
- Ability to exercise sound judgment within established guidelines.
- Ability to work flexible/hours schedule i.e., occasional Saturdays, or evening hours.
- Ability to solve problems and deal with a variety of variables.
- Proficiency in the use of MS Word and Outlook. Ability to navigate the Internet.
- Required Florida Driver's License with reliable transportation to travel daily to off-site locations.
- Professional appearance and presentation.
- The employee is frequently required to stand; walk, stoop, and kneel. The employee might be required to lift and or move up to 30 pounds.
- Ability to work and communicate effectively with people from various multi-cultural backgrounds and socio-economic levels.

Education and Experience:

- A minimum of a High-School Diploma or GED.
- Experience as a parent raising or has raised a child with a social emotional disorder,
- Previous experience in a lead role OR previous experience serving on committees, boards, focus groups, etc. is preferred.
- Registered with the Florida Certification Board as a Certified Recovery Peer Specialist OR meets the qualifications to be certified.
- Bilingual – Fluent/bilingual in Spanish or Haitian Creole AND English both verbally and in writing - preferred.
- Demonstrates sensitivity and understanding to the population served and willingness to further their cultural and linguistic competency.

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Send Cover Letter and Resume to:

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By Fax to: 407-749-0287

By Mail to:

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