

Job Title: Certified Peer Support Specialist - Youth

Department: Child & Adolescent Services

Reports To: Children's Division Coordinator

Salary Range: \$13.00 - \$15.00 per hour

FLSA Status: Full-Time

Employment Status: Non-Exempt

Cost Center: Varies By Need

Position Summary: Provides recovery-oriented peer support services to youth ages 10-18 experiencing serious emotional disturbance or behavioral health challenges. Utilizes personal lived experience with mental health recovery to support youth in developing resilience, self-advocacy, independence, and hope. Assists clients in identifying strengths, overcoming barriers, engaging in treatment, and connecting with community resources and supports. Responsibilities include providing individual and group peer support services, facilitating skill development activities, maintaining accurate documentation, and ensuring compliance with Alabama Department of Mental Health (ADMH), Medicaid, and agency requirements.

Minimum Qualifications: High school diploma or GED required. Must possess a valid Alabama driver's license, maintain an acceptable driving record, and maintain personal automobile liability insurance in accordance with agency requirements. Must obtain and maintain Certified Peer Specialist certification through the Alabama Department of Mental Health (ADMH). Must have lived experience of being diagnosed with a mental health condition prior to age 26 and be willing to appropriately utilize that experience to support youth recovery. Must demonstrate strong communication, interpersonal, organizational, and advocacy skills while maintaining professionalism and confidentiality.

Essential Duties and Responsibilities:

- Provide recovery-oriented peer support services to youth experiencing behavioral health challenges and serious emotional disturbance.
- Establish initial contact with referred clients within one (1) week of referral.
- Meet with clients individually and in group settings within office, school, home, and community-based environments.
- Promote recovery, resilience, self-advocacy, autonomy, and treatment engagement through peer support services.
- Assist clients in identifying strengths, needs, goals, and barriers to personal growth and recovery.
- Facilitate activities that support skill development, treatment participation, social engagement, and overall wellness.
- Provide intensive support through recreational, social, educational, and community integration activities.
- Assist clients in connecting with community resources, support systems, and recovery-oriented services.
- Utilize lived experience to provide encouragement, mentorship, and alternative recovery-focused perspectives.
- Participate in treatment team meetings and collaborate with clinical and support staff to promote positive outcomes for clients.
- Maintain accurate, complete, and timely documentation, including service notes and required administrative records, within established timeframes.
- Submit documentation that meets agency standards, Medicaid requirements, and ADMH guidelines.
- Meet assigned productivity and billable service expectations.
- Participate in supervision, staff meetings, quality assurance activities, and required trainings.
- Assist with consultation and educational activities that increase awareness of recovery and peer support services, including participation in at least two (2) outreach or educational activities annually.
- Maintain effective working relationships with clients, families, community partners, and agency staff.
- Protect confidential information in accordance with HIPAA, agency policies, and applicable regulations.
- Perform other duties as assigned by the supervisor or agency leadership.

Knowledge, Skills, and Abilities:

- Knowledge of recovery principles, peer support practices, and youth behavioral health services.
- Ability to effectively utilize lived experience to support, encourage, and mentor youth.
- Strong communication, active listening, interpersonal, and relationship-building skills.
- Ability to establish rapport with youth, families, and community partners.
- Knowledge of community resources and support systems available to youth and families.
- Ability to maintain professional boundaries while fostering positive therapeutic relationships.
- Strong organizational and documentation skills.
- Ability to work independently and collaboratively as part of a multidisciplinary team.
- Proficiency with electronic health records, Microsoft Office applications, and related technology systems.
- Ability to maintain confidentiality and adhere to ethical and professional standards.

Physical Requirements:

- Ability to travel throughout the service area to provide office-based and community-based services.
- Ability to sit, stand, walk, bend, and participate in recreational and community activities with clients.
- Ability to communicate effectively in person, by telephone, and through electronic communication.
- Ability to operate a computer and standard office equipment.
- Must be able to perform the essential functions of the position with or without reasonable accommodation.

Acknowledgement:

I acknowledge that I have received and reviewed this job description and understand the duties, responsibilities, and expectations of this position. I understand that this description provides a general overview of the position and is not intended to include every duty or responsibility that may be assigned. I further understand that this job description is not an employment contract or disciplinary document and that additional duties may be assigned as needed. Central Alabama Wellness is an equal opportunity employer and does not discriminate on the basis of any protected status under applicable law.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____