



USC University of
Southern California

Peer Support Specialist Job Description

JOB INFORMATION

Job Code:	187325
Job Title:	Peer Support Specialist
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Social Work/Counseling
Job Family Group:	Social Work
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides coaching, mentoring, and consultation to peers to promote recovery, self-advocacy, and self-direction. Assists peers in articulating personal goals for recovery through the use of one-to-one and small group sessions. Supports and empowers peer to exercise his or her legal rights within the community. Supports peer's vocational choices and assists him or her in choosing a job that matches his or her strengths. Schedules and assists with community meetings to raise awareness of and reduce stigma toward mental health disorders. Identifies and establishes collaborative relationships with existing local and centralized community behavioral and/or social support systems. Participates in all trainings and group supervision sessions. Prepares and submits documentation accurately and on time. Serves as a Campus Security Authority (CSA) and mandatory reporter.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience working in similar field; or personal, family, or kin experience with mental health, behavioral health and/or substance use disorder and treatment; and/or some experience with self-help and peer-support groups.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides coaching, mentoring, and consultation to peers to promote recovery, self-advocacy, and self-direction. Works with peers to identify wellness and recovery goals. Assists peers in creating a Wellness plan that identifies the peer's self-determined goals, as well as a specific plan to carry out these goals.				
Assists peers in articulating personal goals for recovery through the use of one-to-one and small group sessions. Models recovery values, attitudes, beliefs, and personal action to encourage wellness and resilience. Walks the road of recovery alongside the peer, promoting a culture in which the peer's points of view and preferences are recognized, understood, respected, and integrated into treatment.				
Supports and empowers peer to exercise his or her legal rights within the community. Assists peers in the development of life skills such as resolving interpersonal conflicts in his or her environment, maintaining housing, developing work skills, safety skills, social skills, and receiving and maintaining benefits.				
Supports peer's vocational choices and assists him or her in choosing a job that matches his or her strengths, overcoming job-related anxiety by reviewing job applications, and providing interview tips.				
Schedules and assists with community meetings to raise awareness of and reduce stigma toward mental health disorders. Educates others about signs and symptoms of mental distress. Promotes healthy activities and life styles to reduce the risk of onset of mental health, behavioral and/or substance use disorders.				
Identifies and establishes collaborative relationships with existing local and centralized community behavioral and/or social support systems (e.g., Alcoholics Anonymous, Al-non, Celebrate Recovery, Grief Share, Narcotics Anonymous, Overeaters' Anonymous, etc.) Provides extra support and assistance to peers in accessing and navigating community resources.				
Participates in all trainings and group supervision sessions including (but not limited to) the role and responsibility of Peer Support Specialists, Mental health First Aid Training, HIPAA regulations, interviewing techniques, peer support group facilitation data entry, etc.				
Prepares and submits documentation accurately and on time.				
Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on University responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the University community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.