



UMATILLA COUNTY POSITION DESCRIPTION



Department: *Human Services*
Position Title: *Peer Mentor Supervisor*

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** 18
Union Covered: No **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

Provides clinical and administrative support to Peer Mentor program within Human Services and amongst other Medicaid providers in Umatilla County. Serves as a peer mentor coordinator between the UCHS, Lifeways, EOAF, and other community and governmental agencies. Provide peer mentoring services to clients being served at UCHS. Responsible for maintaining accurate records of supervision services, peer mentoring services, and peer mentor state reporting. In coordination with UCHS Director and Office manager, monitor budget costs on a regular basis.

SUPERVISORY RELATIONSHIPS

Works under the direction and guidance of Human Services Department Director. Provide supervision to peer mentors.

PRINCIPAL DUTIES OF POSITION

1. Maintains knowledge of all peer mentoring ethical and service delivery methodologies. (EE)
2. Coordinates and organizes peer mentoring meetings and identify applicable trainings. (EE)
3. Completes internal and external correspondence and distributes as directed. Prepares meeting agendas, records, prepares and distributes meeting minutes, and maintains organized paper and electronic files.
4. Assist in development of budgets and monitor costs on a timely and regular basis. (EE)
5. Required to supervise and hold employees accountable to law, county policies and Union agreements. (EE)
6. Exercises considerable discretion in the protection or release of confidential information. (HIPAA requirements and compliance). (EE)
7. Participates in development and implements departmental policies for areas such as budget, data management, purchasing and accounts payable/receivable, service delivery and coordinated care.
8. Reviews and submits timesheets for peer mentors. Receives employee leave requests and ensures same are signed and approved. This includes carry-over updates from month-to-month. (EE)

9. Gathers and prepares monthly and quarterly statistical reports with minimal direction other than a brief description of results expected. Performs some tasks of a problem-solving nature to include computer input/retrieval methods. Designs formats and reports to record information requested by supervisor. (EE)
10. Participate in occasional after hours or weekend events as needed to include health fairs and after hour activities.
11. Work closely with community partners to assure appropriate supervision, oversight and care coordination is adequate and useful. Documentation of supervision within electronic health record or other documentation strategy, as directed by each entity. (EE)
12. Attends meetings as requested by the Director. Participates in developing and implementing Agency mission, goals, objectives and projects. Represents Agency at appropriate levels in local, County and State groups as requested by the Director.

OTHER DUTIES OF POSITION

REQUIREMENTS FOR POSITION

1. Current valid driver's license
2. Must be a certified recovery mentor, peer support specialist, or peer wellness specialist
3. Must have at least one-year experience working as a recovery mentor, peer support specialist, or peer wellness specialist
4. Must have good daily attendance.
5. Excellent oral and written communication skills.
6. Excellent knowledge/experience with computers and software programs such as Word, Excel, Google applications and scanning.
7. Good telephone and in-person etiquette interacting with general public and community partners in a cooperative, pleasant and positive manner.
8. Ability to be intuitive and work independently and as part of a team.
9. Ability to maintain confidentiality.
10. Follow written or oral instructions.
11. Good organizational skills.
12. Ability to supervise and hold employees accountable to law, county policies and Union agreements.
13. Must be willing and able to work with multiple agencies and their peer mentors.
14. Ability to provide constructive feedback to employees and to contracted workers regarding work product and clinical direction.
15. Must be able to establish and maintain effective working relationship with supervisor, employees, the public, other county departments, and other community partners.

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk

and hear. The employee is required to use hands and fingers to, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date