

**NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS  
JOB DESCRIPTION**

**Job Title:** I/DD Peer Mentor  
**Reports To:** County Director  
**FLSA Status:** Non-Exempt  
**Classified As:** Paraprofessional  
**Effective Date:** 1/1/12  
**Revision/Review Date:** 12/05/18

**SUMMARY:**

The I/DD peer mentor has been trained to help his/her peers to identify and achieve specific life goals. The peer mentor cultivates the ability of those they assist to make informed, independent choices and set goals, and to gain information and support from the community to achieve those goals. The peer mentor promotes self-determination, personal responsibility and empowerment inherent in self-direction, and assists people with disabilities in regaining control over their own lives. Specific job responsibilities may vary depending on the experience of the individual peer mentor.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisors.

**QUALIFICATIONS:**

All providers must meet qualifications set in the Michigan Medicaid Provider Manual, including: must be at least 18 years of age; able to prevent transmission of communicable disease; able to communicate expressively and receptively in order to follow individual plan requirements and beneficiary-specific emergency procedures, and to report on activities performed; and in good standing with the law (i.e., not a fugitive from justice, a convicted felon who is either under jurisdiction or whose felony relates to the kind of duty to be performed, or an illegal alien). Licensed professionals must act within the scope of practice defined by their licenses.

The I/DD Peer Mentor is a person with a disability, has experienced life strategies, how to be an advocate and how to live independently. They must also meet all eligibility requirements for certifications of a I/DD Peer Mentor by the Michigan Department of Community Health which includes:

**EDUCATION, CERTIFICATES and/or EXPERIENCE:**

1. Life experience with disabilities and mental health services.
2. Must have successfully attained a high school diploma or GED; or currently working to obtain GED or High School Diploma, if at least 18 years of age.
3. Valid driver's license.
4. Peer Mentor Certification within one year.

**LANGUAGE SKILLS:**

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:**

1. Basic math skills.

**REASONING ABILITY:**

- 1. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- 2. Ability to resolve problems in routine situations.

**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 functions.

- 1. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear.
- 2. The employee frequently is required to stand; walk; sit; reach with hands and arms.
- 3. The employee must regularly lift and/or move up to 10 pounds.
- 4. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- 5. The employee must be free of tuberculosis.

**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 functions.

- 1. The noise level in the work environment is usually moderate.
- 2. The employee is occasionally exposed to toxic or caustic chemicals and blood-borne pathogens.
- 3. The employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles.
- 4. Work hours necessary to meet individual and family needs, which include a variety of hours.

**CONFIDENTIALITY:**

The effectiveness of NBHS and its services is dependent upon confidential relationships with people. It is the policy of NBHS that all service recipient related information shall be kept confidential according to Section 748 of Act No. 258 of the Privacy Acts of 1974. Employees shall not divulge information about other staff, service recipients or information contained in agency files, emails and records except to other employees who may need such information in connection with their duties.

**REQUIRED TRAININGS:**

The following Northpointe trainings are required for this position:

- 1. Corporate Compliance & Ethics Required within 30 days of hire. Annual reviews are required.
- 2. Customer Service I Required within 30 days of hire. Reviews as necessary.
- 3. Diversity Required within 30 days of hire. Annual reviews are required.
- 4. Driver Safety Required before driving an agency vehicle. Reviews as necessary.
- 5. Drug Free Workplace Required within 30 days of hire. Reviews as necessary.
- 6. Harassment Required within 30 days of hire. Reviews as necessary.
- 7. HIPAA Required within 30 days of hire. Annual reviews are required.
- 8. Infection Control Required prior to initial assignments to tasks where occupational exposure may occur. Annual reviews are required.
- 9. Nonviolent Intervention Required within 3 months of hire. Annual reviews are required.
- 10. NorthCare Network Org. & Comp. Required within 30 days of hire. Reviews as necessary.
- 11. Person Centered Planning/LEP Required within 30 days of hire. Annual reviews are required.
- 12. Recipient Rights Required within 30 days of hire. Annual reviews are required.
- 13. Safety Required within 30 days of hire. Annual reviews are required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Participates in the person-centered planning process.
- Acts as an advocate for individuals with community agencies and organizations.
- Documents contacts in accordance with established policies and procedures.
- Participates in team meetings, available inservice trainings or other agency related meetings as requested.
- Shares observations and concerns with assigned supervisor.
- Provides supportive services to individual on an individual or family basis, primarily in community settings.
- Teaches symptom-management techniques designed to promote personal growth and development to assist individuals in coping with internal and external stresses.
- Assists individuals with developing Plan for Difficult times and/or obtaining a DPOA or Advance Directive.
- Assist individuals in completing applications for obtaining housing assistance, food stamps, SSI, SSDI, utility assistance, Medicaid, or available benefits or entitlements.
- Assists and supports individuals to promote self-determination and decision-making.
- Provides essential expertise and consultation to the care management and outpatient services to promote a culture which an individual’s point of view and preferences are recognized, understood, respected and integrated into treatment, and community activities.
- Promotes socialization, community inclusion and leisure time activities for individuals.

**COMPETENCIES:**

1. Strong team skills and the ability to work effectively as part of a treatment team.
2. Proficiency in microcomputer software necessary to perform job functions.
3. Demonstrate commitment to quality service recipient care.
4. Demonstrate use of effective intervention techniques necessary to avoid injury to self or others.
5. Demonstrate knowledge and understanding of person-centered planning.
6. Demonstrate use of safety techniques.
7. Demonstrate knowledge and understanding of disabilities.
8. Demonstrate the skills necessary to establish supportive relationships with persons with disabilities.

**JOB DESCRIPTION ACKNOWLEDGEMENT:**

I have received and reviewed this job description for Northpointe Behavioral Healthcare Systems. I fully understand my obligations and responsibilities as outlined herein.

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Employee Signature

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Date