**Job Posting**

<table>
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<tr>
<th>Job Title: Peer Specialist</th>
<th>Department/Program: Family Preservation</th>
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<tr>
<td><strong>Posting Date:</strong> 01/24/2020</td>
<td><strong>FLSA Status:</strong> Non-exempt</td>
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Please submit application and resume to: [https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=11617&clientkey=BCD12EE4C3D69B17A21445](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=11617&clientkey=BCD12EE4C3D69B17A21445)

**FSS Mission Statement**

The mission of Family Support Services of North Florida is to be the leader in providing safety, stability, and quality of life for all children by working with the community to strengthen the family unit.

**Organizational Expectations**

| Commitment – As the lead Child Welfare Agency in North Florida FSS prides itself on our employees’ commitment to the agency and the children and families we serve. This is demonstrated by being available at a moment’s notice to assist clients regardless of the time of day. This is also demonstrated by employees’ commitment to maintaining consistent attendance and punctuality. | Career Development – FSS is committed to being a learning organization that supports employees in their pursuit of professional growth and career development. Therefore employees are highly encouraged to explore and broaden their knowledge and skillsets to achieve their career goals. |
| Teamwork – Putting the interests of FSS clients first is critical to the success of the organization. This requires all employees to maintain consistent and timely communication, provide support to co-workers and colleagues and demonstrate the principles of teamwork. | Professionalism – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events. |
| Responsible Citizenship – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSS and FSS-sponsored events. | Customer Service – As employees of the Lead Child Welfare Agency in North Florida FSS employees will demonstrate their commitment to providing our clients (internal/external) with consistent, meaningful and exceptional service. |

**Job Summary:**

The Peer Support Specialist systematically assesses families’ strengths and needs and makes service referrals as needed, enhances family functioning by building trusting relationships, teaching problem solving skills, providing information and improving the families’ support systems while connecting families to systems of sobriety. Services are comprehensive and well-coordinated; staff will be cross trained in other systems in order to understand a family’s needs and make appropriate referrals; practice is empowerment-based, helping families and also solving external issues such as housing and employment. The role of a Peer Support Specialist is to provide families with information, support and guidance as they negotiate the child welfare system.

<table>
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<tr>
<th>Education</th>
<th>Experience</th>
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<tr>
<td>GED or High School Diploma, Bachelor’s degree in Social Work or related field from an accredited college or university preferred.</td>
<td>Proven combination of education and experience which demonstrates the ability to lead, manage, enhance, and promote the assigned programs of the agency. Have personal unique, life-altering experience with the Child Welfare system that can assist with guiding and supporting others.</td>
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**Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Ability to:*

- Work collaboratively with community members, peers and supervisors.
- Maintain high organizational, leadership and communication skills.
- Be detail-oriented.
- Utilize networking skills.
- Interpersonal skills of communication, facilitation, collaborative problem solving and planning, consensus building, and conflict resolution.
- Communicate and express ideas effectively with staff and clients.
• Write reports and correspondence.
• Speak effectively before small and large groups.
• Solve problems and deal with a variety of variables while working collaboratively to develop family intervention plans.
• Think critically and see future consequences of decisions.
• Assess psycho-social behavior and psychological aspects of children and families.
• Comprehend, collect and analyze data before and during facilitation regarding child safety factors and recognizing risk to children.

Knowledge of:
• Florida Statutes pertaining to Child Welfare.
• Family and group dynamics with a range of intervention techniques.
• Best Practices as it relates to Family Preservation and Facilitation.
• Social Worker principles, techniques, and practices and their application to complex case work, group work, and community problems.
• Laws, regulations, and policies which govern all Child Welfare programs.
• Child Protection and child development issues.
• New and existing community resources and social service multi-disciplinary providers in Duval county and surrounding areas.

Other Requirements
• Clear a Level II background screening.
• Clear a reference check (professional and personal)
• Clear a local background check from the county in which you reside.
• Clear a substance abuse screen.
• Provide a copy of all degrees prior to your first day of employment.
• Clear a Motor Vehicles Records check.
• Provide proof of, and maintain a minimum personal auto liability insurance level $100,000/$300,000.
• Provide a copy of all certifications and degrees prior to your first day of employment.
• Clear an E-Verify check to substantiate that the successful candidate meets the Department of Homeland Security authorization requirements to work in the United States (for more information visit www.dhs.gov/e-verify).

Licensure, Certification, and/or Registration
Valid driver’s license.
Certification as a Peer Specialist a plus.

Job Duties

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<th>Essential Duties</th>
<th>% of Time</th>
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<tr>
<td>Advocacy Services – works as an advocate for families by providing support, resources, and</td>
<td>60%</td>
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<tr>
<td>Provide peer support and encouragement to participants</td>
<td></td>
</tr>
<tr>
<td>Participates in meetings/staffings relating to case decisions, i.e., Family Team Conference, High-</td>
<td>10%</td>
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<tr>
<td>Maintains current, accurate, and comprehensive information records to include all activities, contacts, and communications on behalf of children/families</td>
<td>10%</td>
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<tr>
<td>Perform other duties.</td>
<td>As needed</td>
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Supervisory/Decision-making Authority

Does the position require customary supervision and management of at least 2 or more full-time employees? ☑ Yes ☐ No

Enter the number of direct reports and their position titles: 0

Two examples of the most common decisions made independently by this position on a regular basis without following prescribed procedures are as follows:

1. Determines if notes entered into FSS’ system are appropriate and thorough.
2. Decides on when and to assist families in navigating sober support groups.

Contribution and Impact
This position is responsible with using “lived” experience with the Child Welfare system to engage and support program participants for successful outcomes.

### Strategic Value

This position is critical to the FSS goal of providing quality services to the community.

### PHYSICAL REQUIREMENTS: (R=Required P=Preferred)

- Sitting _R_
- Standing _R_
- Walking _R_
- Lifting _R_ (Specify)
- Carrying _R_
- Kneeling _P_
- Pushing/Pulling _P_
- Bending/Stooping _R_
- Climbing _P_
- Reaching _R_
- Crawling/Crouching _P_
- Grasping _R_
- Turning _R_
- Repetitive Motions _P_
- Color Recognition _R_
- Depth Perception _R_
- Reading _R_
- Hearing _R_

**HAZARDS:** (X=Potential Exposure)

- Proximity to moving mechanical parts
- Electrical current
- Toxic or caustic chemicals
- Radiation
- Biohazards (airborne or contact)
- Housekeeping and/or cleaning agents
- Flammable, explosive gases
- Human-borne pathogens
- Pets and verbal threats

### SKILL REQUIREMENTS: (R=Required P=Preferred)

- Drive motor vehicle _R_
- Prepare food _N/A_
- Typing/Keyboard _R_
- Word processing software _R_
- Data base software _R_
- Spreadsheet software _R_
- Other software _R_
- Calculator _R_
- Operate office machines _R_ (Fax, Copier)
- Verbal communication (including telephone) _R_
- Written communication (including composition) _R_
- Public speaking/group presentations _R_
- Team-oriented and collaborative interpersonal relationships _R_
- Respectful client relationships _R_
- Client assessment and evaluation _R_
- Retrieve and compile information _R_
- Verify data _R_
- Maintain records _R_
- Organize and prioritize information _R_
- Analyze and interpret information _R_
- Investigate, evaluate and recommend action _R_
- Basic mathematical concepts (add, subtract, multiply, divide) _R_
- Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) _P_
- Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) _P_
- Reasoning and logic _R_
- Sensitivity to service population’s cultural and socioeconomic characteristics _R_

FSSNF provides equal employment and advancement opportunity for all individuals without discrimination because of race, creed, color, gender, religion, age, national origin, disability, military status, marital status, or the other protected categories as defined by the EEOC and takes affirmative action in the implementation of this policy. If an accommodation is needed in order to participate in the application process, please contact the appropriate servicing human resources office.