**Certified Family Peer Counselor DC SEED**

**Position Summary:**

***Certified Family Peer Specialist*** to support expansion of Early Childhood Behavioral Health services at Mary’s Center for Maternal and Child Care (FQHC) in Washington, DC.

The Certified Family Peer Specialist supports the treatment of infants and young children (birth-6 years old) who are at high imminent risk for and diagnosed with Serious Emotional Disability (SED). The CFPS works to empower families through skill building, access to resources and emotional support. The CFPS performs a variety of roles including initial screenings/intakes for families seeking services, case management for families, peer support services for family caregivers to reduce caregiver stress, as well as community outreach and engagement to expand reach and increase service utilization.

Population served includes Metro DC Medicaid population, including the Latino immigrant population, with specific focus on children ages 0-6 and their families. A bilingual peer specialist**(English/Spanish) is required.**

**Essential Duties & Responsibilities:**

* Administer and collect Needs Assessments every 4-6 months to assess needs in the community in regard to Early Childhood Services.
* Perform initial screenings for families seeking services utilizing evidence-based practices to ensure that children and their families are connected with appropriate support.
* Maintain client records that are accurate, comprehensive and in which the documentation is completed on a timely basis.
* Support families in identifying community support needs (access to resources, navigating systems, etc.) and collaborate to create and implement a plan of action to address these needs.
* Provide ongoing community support to assist families in addressing these needs that may include but are not limited to resources such as housing, food, clothing, medical access, transportation, etc.
* Provide parent peer support to ease care-giving burden in a variety of ways including respite services and support groups.
* Engage in community outreach efforts to support expansion of program and increase both internal and external referrals.
* Utilize social media outlets to further expand reach of program and increase service utilization.
* Collaborate with other behavioral health providers to ensure that clients and their families are engaged in treatment and supported in appropriate, client-centered ways.
* Collaborate with non-Mary’s Center providers as needed to support the desired goals of families.
* Understand and apply state and federal confidentiality regulations with regard to client records and correspondence.
* Participate in inter-departmental meetings as needed.
* Participate in Mary’s Center Continuous Quality Improvement Process.
* Perform other duties determined necessary by the Project Manager and Supervisor, respectively.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

* **Teamwork** – Contributes to building a positive team spirit; Puts success of the team above own interests; Supports everyone’s efforts to succeed; Must be able to work well in multidisciplinary team setting.
* **Interpersonal Skills** – Focuses on solving conflict in cooperative manner; Must have excellent written and verbal communication skills.
* **Cost Consciousness –** Contributes to profits and revenue.
* **Computer Competency-** Shows ability to utilize technology to meet the requirements of the position**.**
* **Diversity** – Shows respect and sensitivity for cultural differences.
* **Ethics** – Treats people with respect.
* **Organizational Support** – Follows policies and procedures.
* **Professionalism** – Treats others with respect and consideration regardless of their status or position.
* **Safety and Security** – Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
* **Attendance/Punctuality** – Is consistently at work and on time, which is pre-determined between the employee and the person(s) he/she reports to.
* **Dependability** – Follows instruction and responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to meet the needs of Mary’s Center’s clients and participants.
* **Flexibility** - Willingness to be flexible with work schedule to participate in weekend and/or evening schedules as determined necessary.

**Qualifications:**

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

**Education and/or Experience** – Requires certification as a Certified Family Peer Specialist from the Department of Behavioral Health (DBH) with the ability to continue to maintain certification under guidelines set forth by DBH. Must have demonstrated experience working with families in community health settings. At least 1-year previous experience with families with children 0-5y is strongly preferred. Must be fluent in Spanish and English. Valid Driver’s License needed as well as access to an automobile. Working knowledge of Windows and Word; knowledge of patient confidentiality issues and HIPAA compliance/regulations are essential.

**Reasoning Ability** – Ability to apply common sense understanding to carry out highly-complex multi-step instructions and make appropriate independent decisions as necessary; ability to manage and track multiple projects and families simultaneously with little oversight.

**Physical Demands** – Regularly required sitting; frequently required to reach with hands and arms, stoop, kneel, crouch, talk or hear, must be able to life objects up to (25) pounds

**Work Environment** – Mostly in a typical clinical setting with quiet to moderate noise level but travel may be needed to perform outreach and support families.