



## POSITION DESCRIPTION

**Position:** ACT Peer Wellness Coach

**Status:** Non-Exempt

**Department:** Integrated Services

**Salary range:** \$16.26 - \$21.00

**Supervisor:** ACT Team Leader

**Date:** revised 12/16/2021

**Description:** The ACT Peer Wellness Coach is responsible for establishing and maintaining empowering relationships with ACT service recipients aligned with each person's individual strengths, needs, abilities and preferences. The Coach provides assertive, respectful, non-coercive outreach, encouragement and engagement that supports both the recovery process as well as the improvements in physical health, supporting people to direct their own path to improved wellness and community integration. Because of their lived experience with mental illness as well as with navigating systems, the Peer Wellness Coach provides a unique expertise and consultation to the team, contributing to JAMHI's culture of a recovery-based system of care.

85%	Promote and offer healthy environments, examples, and skill-development to assist the individual in modifying his/her own behaviors and living environments for wellness.
10%	Assist clients in setting and achieving goals related to wellness, a healthy lifestyle and recovery.
5 %	Other duties as assigned.

### JAMHI Employee Expectations:

#### Attendance/Punctuality

- Demonstrates reliable work attendance.
- Consistently arrives, ready to work, at appointed time.
- Consistently complies with break and meal schedules.
- Consistently notifies supervisor of work absences within the appropriate time frames.

#### Confidentiality/Ethics

- Protects client privacy when performing duties.
- Demonstrates knowledge of Client's Rights/Responsibilities.
- Adheres to JAMHI's Code of Ethics and Conflict of Interest.
- Comply with all JAMHI P&Ps and operational guidelines and local, state, and federal rules and regulations.

#### Employee Relations/Appearance

- Participates in identification of problems at JAMHI and contributes to group problem solving.
- Utilizes appropriate channels of communication for conflict resolution.
- Promotes harmonious relationships and favorable attitudes among work team.
- Gives and accepts feedback in a constructive manner.
- Wears appropriate, clean attire and maintains good personal hygiene.

#### Safety

- Knows location and use of emergency equipment (fire alarms, extinguishers, etc.)
- Knows Emergency procedures, including proper response protocol.
- Identifies and reports any unsafe conditions in a timely manner.

### Continuing Education

- Responds positively when learning needs are identified.
- Attends mandatory in-service programs.

### **JAMHI Pledge of Quality:**

Commitment: In order to continuously improve in everything we do, we welcome, accept and act upon constructive feedback from any source.

Dedication: In order to fulfill our dedication to helping others, we work together and support each other – always.

Integrity: We keep the promises we make. We do not promise what we cannot do.

Accountability: We hold ourselves and each other accountable and responsible for our actions. WE do not look the other way. Measurements and time frames guide our progress.

Responsibility: We ALL accept responsibility to make a difference in meeting the needs of our co-workers, the customer and the community. We are ALL responsible for solutions to problems.

Recognition: We acknowledge each other's successes. We find joy in what we do daily.

Respect: We treat each other in a dignified, friendly, courteous and professional manner at all times.

Communication: We respectfully Speak, Listen and Respond to ALL individuals. We do not make assumptions. We confirm the message sent is the one received.

Team Work: We have our expectations in order to help each other succeed in our daily responsibilities. This is the success of our organization, and the success of our clients.

### **ACT Team Core Competencies:**

- Supportive of hope and recovery;
- Comprehensive, highly individualized, flexible and focused on learning skills related to life roles;
- Easily accessible, available 24 hours/day, 7 days/week, via the resources of an integrated multi-disciplinary mental health team;
- Respectful of the importance of cultural considerations in service delivery and design;
- Provided in the recipient's language at all points of contact, as needed;
- Committed to building and strengthening therapeutic and family relationships across all interactions;
- Focused on recipient choice, goals and achievable outcomes, including harm reduction;
- Provided in the community in places and situations where problems arise;
- Proactive in terms of continuous monitoring and engagement efforts; and
- Available as long as needed throughout transitions.

### **Position Duties:**

- Support ACT service recipients as individual or in groups as they learn and practices creating healthy habits and develop or enhance strategies for personal self-care
- Facilitate/model/demonstrate skills such as tobacco cessation, nutrition, healthy meal preparation, physical fitness, creative skills such as arts/crafts, and mindfulness/meditation.
- Make wellness tools available (e.g., relaxation response, positive imaging, education, wellness toolboxes, daily action plans, stress management, etc.) to support the person's identified health goals.
- Work with people in a variety of community environment to promote wellness and recovery
- Assist ACT service recipients in setting and achieving goals related to wellness, relationships and a healthy lifestyle
- Promote awareness and education regarding personal health indicators

- Effectively function as a fully-integrated member of the ACT team
- Provide concrete examples of basic health changes and work with the individual in his/her selection of incremental health goals
- Appropriately share their personal recovery stories in ways that encourage, inspire and support others to pursue their own path to recovery.

**Minimum Qualifications:**

- High school diploma or equivalency.
- Must have a lived experience with mental illness and be in position to model recovery in ways that are respectful, encouraging and engaging.
- Must possess a valid Alaska driver's license.
- Is tobacco free or has been tobacco free for at least 1 year as job duties include leading a tobacco free program.
- Knowledge of basic nutrition, physical activity, mindfulness, goal setting and goal monitoring.
- Ability to work professionally with a diverse group of people and to communicate respect to both clients and co-workers.
- Ability to lead and facilitate groups.
- Good writing skills.
- Prefer knowledge of motivational interviewing techniques and person-centered service delivery.
- Understands and takes responsibility for where one is in their own life including their health.
- Has a genuine concern for people and a desire to support them in living their own best lives.
- Training, experience or certification as a peer specialist or a willingness to complete peer specialist training.
- Models self-care.

**Workers Supervised: 0**

I certify, I have read and understand the position description and have been given a copy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date