

OnTrackNY Peer Specialist Role Responsibilities & Supervision Checklist For Team Leaders

Instructions: This is a tool for Team Leaders to use to ensure you are offering role-specific supervision to Peer Specialists, as needed. The Peer Specialist on your team also has a copy, which offers them support in actively partnering in the supervision process. Use these role responsibilities and the accompanying checklist to prepare for and guide the supervision process with the Peer Specialist on your team.

Peer Specialist Role Responsibilities within OnTrackNY:

OUTREACH & ENGAGEMENT

Peer Specialists help promote community awareness of and facilitate engagement with OnTrackNY teams by participating in outreach activities alongside other team members. Peer Specialists also reach out to Participants and their families in order to introduce them to the unique benefits of working with OnTrackNY, so that they may build strong connections with the team.

RELATIONSHIP BUILDING

Peer Specialists develop relationships with Participants that include connecting around their shared mental health experiences and other aspects of their personal lives. These relationships should be reciprocal in nature where both the Peer Specialist and the Participant are encouraged to make contributions.

EMBRACING CREATIVE NARRATIVES

Peer Specialists explore and discuss multiple frameworks for understanding life experiences such as psychosis with Participants and the OnTrackNY team. The Peer Specialist is encouraged to embrace diverse narratives in order to create space for complex personal stories of recovery and resilience.

CO-CREATING TOOLS FOR SUCCESS

Peer Specialists collaborate with Participants to support them in increasing agency, strengthening self-awareness, building life skills, and clarifying their personal visions via the use of wellness tools.

SUPPORTING & PARTNERING WITH FAMILIES

Peer Specialists work with Participants to define family and family involvement within the program, then work alongside the Participant with chosen supporters to share perspectives, have open dialogues and engage in mutual disclosure.

MAKING ONTRACKNY BETTER

Peer Specialists support and partner with current and former program Participants to learn about their experiences to ensure that the OnTrackNY program is best serving Participants, their families and the community at large and must be complimented with a robust system to communicate responses and shift practices as needed.

BRIDGE BUILDING

Peer Specialists serve as a bridge between OnTrackNY team members and Participants to help facilitate Participants' recovery related goals. Peer Specialists also serve as a bridge between Participants as a group and the broader community in order to connect Participants to resources and opportunities outside of the OnTrackNY team.

GROUP FACILITATION

Peer Specialists facilitate and co-facilitate Participant and family groups, playing an equal role in the planning and preparation, as well as in the administrative and organizational duties.

COMMUNITY MAPPING

Peer Specialists develop a strong awareness of resources available in their region and familiarize themselves with organizations, agencies, businesses and public programs in order to support Participants and their supporters in accessing.

INFLUENCING TEAM CULTURE

Peer Specialists positively influence the team culture by emphasizing the perspectives and experiences of Participants, highlighting the holistic view of each individual and holding space for their understandings. Peer Specialists, alongside other team members, promote a youth friendly approach and encourage the use of recovery-oriented language among team members.

TEAM COMMUNICATION & COLLABORATION

Peer Specialists maintain open and frequent communication with the team to ensure integrated and cohesive services and regularly collaborate with all other team roles in order to best serve Participants. This includes joint sessions, tandem work, and use of collaborative documentation.

ONGOING PROFESSIONAL DEVELOPMENT

Peer Specialists continuously participate in opportunities for enhancing understanding and abilities to support them in their work. This can include trainings, webinars, workshops, conferences and networking events for Peer Specialist staff.

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OnTrackNY Peer Specialist Supervision Checklist for Team Leaders

Instructions: For use by OnTrackNY Peer Specialists & Team Leaders during their joint supervision sessions to highlight the unique and dynamic nature of the role. This tool will be best used in tandem with a completed tasks table.

REMAINING PEER

1. Are they keeping the focus on learning together, rather than assessing problems and prescribing help?
2. Are they sharing relevant personal experiences in-the-service-of supporting Participants' self-discovery?
3. Are they seeking to understand Participants' evolving understanding of "what happened to me" which often involves non-traditional, non-clinical meaning making?
4. Are their program notes and verbal communication to team members peer-centric? They should not include overtly clinical language (e.g. diagnosis, low functioning, manipulative, decompensating, suicidal, etc.) nor attribute motive to behavior (triangulating, manipulative, sabotaging, help-seeking-rejecting, etc.)?
5. Are they using collaborative documentation in their work with Participants?
6. Are they networking with other peer supporters via mentoring, training, conferences, publications, web-forums, etc.?

ROLE RESPONSIBILITIES

1. How is the Peer Specialist participating in Outreach and Engagement?
2. How is the Peer Specialist participating in Relationship Building?
3. How is the Peer Specialist participating in Embracing Creative Narratives?
4. How is the Peer Specialist participating in Co-Creating Tools for Success?
5. How is the Peer Specialist participating in Supporting and Partnering with Families?
6. How is the Peer Specialist participating in Making OnTrackNY Better?
7. How is the Peer Specialist participating in Bridge Building?
8. How is the Peer Specialist participating in Group Facilitation?
9. How is the Peer Specialist participating in Community Mapping?
10. How is the Peer Specialist participating in Influencing Team Culture?
11. How is the Peer Specialist participating in Team Communication & Collaboration?
12. How is the Peer Specialist participating in Ongoing Professional Development?

THINGS FOR SUPERVISORS TO CONSIDER:

1. In the past week, have I noticed or heard of any accomplishments they've achieved?
2. In the past week, have I noticed or heard of any challenges in their work?
3. How have their individual sessions with participants gone?
4. How have their group sessions gone?
5. How have they been collaborating with the other team members?
6. What has stood out to me?
7. What else do I need to do to support?

Tips for how to gauge participation:	Resources for support:
<p>Using the Task Table as a tool for discussion</p> <p>Reading program notes to learn about approach and work</p> <p>Ask! Your conversations in team meeting, casual discussions and supervision can support you in understanding what elements of the work are going well and areas for growth</p>	<p>Center for Practice Innovations Learning Management System</p> <p>OnTrackNY Peer Specialist Manual</p> <p>OnTrack Central Peer Specialist & Trainer</p> <p>Collaborative & MAPS based OnTrackNY calls</p> <p>The Recovery Library</p> <p>NYAPRS trainings & webinars</p>

REMEMBER: SUPERVISION IS A PARTNERSHIP BETWEEN SUPERVISOR AND SUPERVISEE.

- ✓ Checking in regularly to make sure you & the Peer Specialist are engaged and aligned in this process is important.
- ✓ Take at least 15 minutes monthly to discuss how supervision is serving you both and realign as needed.

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