



Franklin County Peer Co-Responder Job Description

Job Summary:

The Peer Co-Responder is responsible for building relationships with police departments, courts, and other programs throughout the county while also doing ride-alongs with law enforcement, following up with individuals who have had police encounters, and working with referrals from officers when the co-responder was not at the scene. Responsibilities will include creating connections with current police officers and peers in the program, actively collecting and inputting data, providing ongoing resources and support to those who the program interacts with, spreading high quality program education across the county, identifying barriers and successes with this program, and helping ensure this model of co-response has sustainability and room for growth in other areas of the state, all while working within the parameters of the grant funding through PCCD. This position reports directly to the PMHCA Statewide Forensic Coordinator.

Qualifications:

- High school diploma or equivalency.
- Certified Recovery Specialist with experience in providing one or both of these services is **required**.
- Computer literacy to include Office 365, Zoom, Teams, and other common platforms.
- Strong written, computer, database, and organizational skills
- Lived experience in the criminal justice system is **required**.
- A strong understanding of the legal and criminal justice system is **required**.
- The individual **must** be able to travel within the Franklin county region and occasionally statewide, have a valid driver's license, reliable vehicle, and insurance coverage.

Preferred Qualities:

- Experience in a non-profit setting
- Experience with all components of the behavioral health system
- Certified Peer Specialist qualification

Responsibilities:

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- Create and maintain relationships with law enforcement, court systems, and others throughout the criminal justice system.
- Work remotely, including but not limited to recording documentation and navigating referrals while on downtime from one encounter to another.
- Manage a case load of individuals being served by this program.
- Be a self-starter who can identify next steps and start them without being told so.
- Interact with peers in a professional, ethical, and friendly manner.
- Detailed record-keeping, documentation, and notes.
- Answer telephones, emails, relay messages, answer inquiries.
- Complete high quality documentation requirements.
- Attend meetings, assist with projects, perform other tasks and duties as requested.
- Maintain professional and orderly workspace and etiquette.
- Engage in communication with members, allies, and community leaders throughout the county and commonwealth utilizing various forms of communication including but not limited to email, list serves, messenger services, texts, social media, telephone, and face-to-face regarding the program.
- Other duties as assigned and developed as the job description is reviewed and modified.

Signature of Employee

Date

Signature of Executive Director

Date

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