



Job Description

Peer Support Specialist (PSS) Advance Care Planning Facilitator (ACPF)

Program: Behavioral Health Peer Pilot - Advance Care Planning with Mental Health in Mind
Prepared by Susan Keller, Peer Pilot Facilitator & Carol West, PSS Intern, South County ACP Peer Pilot

A. Host Organization

- Supervisor who understands and is willing to support the ACP process
- Serves individuals with mental health needs and is willing to promote ACP and refer to ACP trusted helper
- Has the infrastructure to facilitate getting the ACP notarized/ witnessed and copies where it needs to go (Chosen family members, Primary care doctor, hospital, clinic, jail, etc)

B. Pre-Requisites:

- Can communicate in the language of the individuals to be served (verbal and written)
- Compassionate communication style
- Solid understanding of differing world views/culturally competent
- Committed and reliable to see process through to completion
- Personal lived mental health experience
- or family member of a person with mental health challenges
- Completed a peer support specialist core competency training (Certificate of completion)
- Completed and passed the PSS certification exam (State Certification)
- Completed specialization training /CEUs in Advanced care planning with mental health in mind
- Has access to a computer and broadband internet
- Can use online portal zoom, WebEx, google meetup etc. (As long as COVID social distancing is required)
- Has access to a car or public transport
 - To help getting to a notary if needed
 - to help with delivery of completed documents

C. On the Job Training Required for PSS Interns:

Completion of Journey Project PSS ACP Facilitators Training (10 hours, 5 classes)

Completion of 5 min, 15 min and 1 hour Peer Orientation to ACP with Mental Health in Mind

Do an in-depth study of the Making a Plan (MAP) Toolkit to gain comfort and competency to use with peer clients.

D. Specific tasks PSS ACP Facilitator will perform include:

- 1) assist sponsors clients and clinicians with completion of MAP materials and follow through needed to get completed documents to designated health care agent(s) and into the records of healthcare providers serving these clients.
- 2) assist sponsors clients and clinicians with related discussions and follow through
- 3) serve as TH when asked by client to assist or provide support and assistance to person serving as Trusted Helper for their client served.
- 4) attend staff meetings of sponsoring agency that specifically address ACP with MH in Mind
- 5) ongoing engagement of the MH peer community as appropriate.

E. Technical Support & Guidance.

Provided by Susan Keller, [Community Network Journey Project](#), BH ACP Peer Pilot Facilitator.

See also Trusted Helper Guidelines.