



## National Guidelines for Apprenticeship Standards

# Peer Specialist



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# Peer Specialist

## Job Description:

Assist other social and human service providers in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.

## Appendix A-1: Work Process Schedule

O\*NET-SOC CODE: 21-1093.00 RAPIDS CODE: 2039HY

<b>1. Conduct diagnostic tests to determine patient health.</b>		<b>Approximate Hours</b>
A. Assess clients' cognitive abilities and physical and emotional needs to determine appropriate interventions.		100
<b>Total Hours</b>		<b>100</b>
<b>2. Examine patients to assess general physical condition.</b>		<b>Approximate Hours</b>
A. Assess clients' cognitive abilities and physical and emotional needs to determine appropriate interventions.		100
<b>Total Hours</b>		<b>100</b>
<b>3. Develop treatment plans for patients or clients.</b>		<b>Approximate Hours</b>
A. Develop and implement behavioral management and care plans for clients.		100
<b>Total Hours</b>		<b>100</b>
<b>4. Teach life skills or strategies to clients or their families.</b>		<b>Approximate Hours</b>
A. Advise clients regarding food stamps, child care, food, money management, sanitation, or housekeeping.		100
B. Meet with youth groups to acquaint them with consequences of delinquent acts.		100
<b>Total Hours</b>		<b>200</b>
<b>5. Maintain social services program records.</b>		<b>Approximate Hours</b>
A. Keep records or prepare reports for owner or management concerning visits with clients.		100
<b>Total Hours</b>		<b>100</b>

<b>6. Write reports or evaluations.</b>	<b>Approximate Hours</b>
A. Keep records or prepare reports for owner or management concerning visits with clients.	75
B. Submit reports and review reports or problems with superior.	75
<b>Total Hours</b>	<b>150</b>

<b>7. Visit individuals in their homes to provide support or information.</b>	<b>Approximate Hours</b>
A. Visit individuals in homes or attend group meetings to provide information on agency services, requirements, or procedures.	75
<b>Total Hours</b>	<b>75</b>

<b>8. Help clients get needed services or resources.</b>	<b>Approximate Hours</b>
A. Assist in locating housing for displaced individuals.	75
<b>Total Hours</b>	<b>75</b>

<b>9. Interview clients to gather information about their backgrounds, needs, or progress.</b>	<b>Approximate Hours</b>
A. Interview individuals or family members to compile information on social, educational, criminal, institutional, or drug history.	75
<b>Total Hours</b>	<b>75</b>

<b>10. Present social services program information to the public.</b>	<b>Approximate Hours</b>
A. Provide information or refer individuals to public or private agencies or community services for assistance.	75
<b>Total Hours</b>	<b>75</b>

<b>11. Refer clients to community or social service programs.</b>	<b>Approximate Hours</b>
A. Provide information or refer individuals to public or private agencies or community services for assistance.	75
<b>Total Hours</b>	<b>75</b>

<b>12. Collaborate with other professionals to assess client needs or plan treatments</b>	<b>Approximate Hours</b>
A. Consult with supervisor concerning programs for individual families.	75
<b>Total Hours</b>	<b>75</b>

<b>13. Demonstrate activity techniques or equipment use.</b>	<b>Approximate Hours</b>
A. Demonstrate use and care of equipment for tenant use.	75
<b>Total Hours</b>	<b>75</b>

<b>14. Assist clients in handling details of daily life.</b>	<b>Approximate Hours</b>
A. Assist in planning food budgets, using charts or sample budgets.	75
B. Assist clients with preparation of forms, such as tax or rent forms.	75
<b>Total Hours</b>	<b>150</b>

<b>15. Explain regulations, policies, or procedures.</b>	<b>Approximate Hours</b>
A. Explain rules established by owner or management, such as sanitation or maintenance requirements or parking regulations.	75
<b>Total Hours</b>	<b>75</b>

<b>16. Advise clients or community groups on health issues.</b>	<b>Approximate Hours</b>
A. Observe clients' food selections and recommend alternate economical and nutritional food choices.	75
B. Observe and discuss meal preparation and suggest alternate methods of food preparation.	75
<b>Total Hours</b>	<b>150</b>

<b>17. Monitor nutrition related activities of individuals or groups.</b>	<b>Approximate Hours</b>
A. Observe clients' food selections and recommend alternate economical and nutritional food choices.	75
B. Observe and discuss meal preparation and suggest alternate methods of food preparation.	75
<b>Total Hours</b>	<b>150</b>

<b>18. Transport clients to appointments.</b>	<b>Approximate Hours</b>
A. Transport and accompany clients to shopping areas or to appointments, using automobile.	100
<b>Total Hours</b>	<b>100</b>

<b>19. Provide basic information to guests, visitors, or clients.</b>	<b>Approximate Hours</b>
A. Inform tenants of facilities, such as laundries or playgrounds.	100
<b>Total Hours</b>	<b>100</b>

<b>Grand Total Hours</b>	<b>2,000</b>
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## Appendix A-2: Related Technical Instruction

O\*NET-SOC CODE: 21-1093.00 RAPIDS CODE: 2039HY

Class Number	Class Name	Credits	Hours
BEHT101	<p><b>INTRODUCTION TO BEHAVIORAL HEALTH</b></p> <p>In this course, students will explore the field of behavioral health and human services, including the public perception of mental illnesses, such as depression and personality disorders; stress and anxiety; substance abuse; as well as the value of early intervention/ treatment. The historical evolution of this field is examined to trace how treatment options have progressed. Ethical and legal responsibilities are emphasized to ensure a complete understanding of the expectations of the field.</p> <p><b>COURSE OBJECTIVES:</b>            Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> <li>• Define the difference between Mental Health and Mental Retardation</li> <li>• Identify and define the various roles of mental health workers</li> <li>• Identify various mental health settings</li> <li>• Define the common treatment modalities</li> <li>• Clarify the role of managed care in mental health</li> <li>• Critically Think about the future of mental health</li> </ul>	3	45
BEHT113	<p><b>GROUP DYNAMICS</b></p> <p>In this course, students will study the principles underlying group interaction in social situations as well as in professional leadership and supervisory group situations. The students learn the major theoretical approaches to group counseling and also participates in group counseling sessions on issues presented in a classroom setting. Group Dynamics is designed to provide prospective counselors with an academic and personal understanding of the principles of leadership, membership, and development in groups, including an awareness of how one’s psychological and social styles affect personal and professional behavior in group settings.</p> <p><b>COURSE OBJECTIVES:</b>            Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the principles of group dynamics, including group process components, developmental stage theories, group members’ roles and behaviors, and therapeutic factors of group work</li> <li>• Explain group leadership styles and approaches, including characteristics of various types of group leaders and leadership styles</li> <li>• Detail the theories of group counseling, including commonalities, distinguishing characteristics, and pertinent research and literature</li> <li>• Demonstrate group counseling methods, including group counselor orientations and behaviors, appropriate selection criteria and methods, and methods of evaluation of effectiveness</li> <li>• Describe the approaches used for other types of group work, including task groups, psychoeducational groups, and therapy groups</li> <li>• Demonstrate professional preparation standards for group leaders</li> <li>• Detail the ethical and legal considerations related to group work</li> <li>• Recognize personal growth through participation as a group member.</li> </ul>	3	45

Class Number	Class Name	Credits	Hours
BEHT203	<p><b>COUNSELING THEORIES AND TECHNIQUES</b></p> <p>In this course, the students are presented an overview of theoretical approaches to counseling, including fundamental concepts, assessment, client and counselor roles, cultural relevance, and intervention strategies/techniques. This course includes roleplaying practice of fundamental counseling response skills.</p> <p><b>COURSE OBJECTIVES:</b></p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> <li>• Develop strategies for personal and professional self-evaluation and implications for practice</li> <li>• Delineate theories and models of counseling</li> <li>• Demonstrate ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships</li> <li>• Examine counselor characteristics and behavior that influence the counseling process</li> <li>• Demonstrate essential interviewing, counseling, and case conceptualization skills</li> <li>• Detail methods of effectively preparing for and conducting initial assessment meetings</li> <li>• Describe theories and models related to clinical mental health counseling</li> <li>• Examine cultural factors relevant to clinical mental health counseling</li> </ul>	3	45
BEHT221	<p><b>RESOLUTION-BASED COUNSELING SKILLS</b></p> <p>Students will explore the methods used in counseling individuals with a focus on applicability to different client needs in a variety of settings. The relationship between specific theories and their counseling applications will also be assessed. Students will learn the importance of adjusting counseling techniques for various individuals to reflect their diverse backgrounds and ages.</p> <p><b>COURSE OBJECTIVES:</b></p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate competence in effective listening and communication skills</li> <li>• Describe conflict sources</li> <li>• Differentiate various mediation processes</li> <li>• Demonstrate ethical standards of practice</li> </ul>	3	45
	<b>TOTAL</b>	<b>12</b>	<b>180</b>



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