



## Peer Evaluator

### Job Description

<b>Work Location:</b>	Broward Behavioral Health Coalition
<b>Position Reports to:</b>	Director of Quality Improvement
<b>Position Status:</b>	Full Time / Non-Exempt
<b>Salary:</b>	\$45,500 (Annually)

### Description of Duties and Responsibilities:

- a. Engages families to participate in evaluation activities; tracks evaluation participation for project retention
- b. Collects data from family members in their homes or community settings during non-traditional work hours
- c. Maintains research files and communication logs for each evaluation participant/activity
- d. Tracks evaluation participation for project retention
- e. Prepares evaluation subcommittee meeting materials (i.e. agendas, minutes)
- f. Attends evaluation, CQI, or other assigned committee meetings during non-traditional work hours as assigned
- g. Attends evaluation and CQI trainings and webinars as assigned
- h. Attends Recovery Oriented System of Care (ROSC) meetings and assists Director of Quality Improvement with ensuring compliance with Department of Children and Families (DCF) Guidance Document 35
- i. Conducts reviews of relevant literature to assist with evaluation processes and activities
- j. Conducts CQI activities such as monitoring, peer interviews, secret shopper activities, ROSC initiative activities, and other duties as assigned
- k. Prepares travel documents

### Skills and Knowledge:

- a. **Problem Solving** – Identifies and resolves problems in a timely manner. Gathers appropriate and relevant information towards positive resolution.
- b. **Oral Communication** – Ability to communicate effectively with peers, persons served, management, and executive leadership. Excellent interpersonal and team building skills. Can speak effectively before consumers and employees of the organization.
- c. **Written Communication** – Can fluently read and write in English, Spanish, Creole, or Portuguese preferred. Able to capture salient points in writing, uses correct grammar, writes clearly and succinctly. Can interpret a variety of instructions furnished in written, oral diagram, or schedule form. Also has the ability to draft routine reports and correspondence.
- d. **Reliable** – Can be counted on to be punctual with an acceptable attendance record. Ability to travel throughout the community for evaluation daily/weekly.

**Qualifications:**

- a. High School Diploma or high school equivalent
- b. Have personally received or have a family member who is currently receiving services or has received services within Broward County's Behavioral Health Network and has experience navigating the service delivery system
- c. Must possess high ethical standards
- d. Ability to communicate fluently in English; Bi-lingual Spanish, Creole, or Portuguese a plus

**Travel:**

- a. Ability to travel to various meetings/conferences and have the ability to communicate effectively with peers, management, executive leadership, and consumers.

**Other Qualifications:**

Approaches others in a tactful and professional manner, reacts well under pressure, follows through on commitments, accepts responsibility for own actions, and treats others with respect regardless of their status/position. Works independently, prioritizes tasks, meets deadlines, and accepts professional guidance and supervision. Demonstrates accuracy and thoroughness in work tasks and monitors own work to ensure a high level of quality.

Has a valid driver's license and acceptable driving record. Will consent to drug testing and background screening processes as required by the State, based on holding this position of special trust to include a fingerprint-based search of criminal records in Florida and nationally.

I acknowledge that I have read and understand my responsibilities as they relate to this job description and that I have received a copy of this document for future reference.

**Please send resumes and cover letters to [jobs@bbhcflorida.org](mailto:jobs@bbhcflorida.org)**