

# Appendix 3

## Peer Employee Evaluation Form

SAMHSA Peer Core Competencies, BRSS TACS,  
2015 IC&RC Peer Competencies & Domains, Job  
Analysis, 2013

### Condensed Competency Peer Employee Evaluation Form

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# Peer Employee Competency Evaluation

| Employee Name | Date |
|---------------|------|
|               |      |

## Form

| Need coaching to better assist clients | Meets client needs       | Excels                   | <b>Condensed SUD peer competencies adapted from the SAMHSA and IC&amp;RC competencies.</b>  |
|--|--------------------------|--------------------------|---|
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Peer staff initiates contact with clients across the continuum of recovery pre-treatment, concurrent treatment, post-treatment. Initiates contact in varied settings (community, home, recovery centers, courts, hospitals, treatment centers, probation/parole offices, etc.). |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Peer staff demonstrates capacity to be non-judgmental and attentively listen, and reflect accurate understanding of the client's experiences and feelings. Clarifies their understanding of information when in doubt of the meaning.   |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Peer staff demonstrates skills in motivational enhancement and understands the stages of change, and demonstrates capacity to engage clients in "quit talk," give affirmations, develop discrepancy, and honors client's self-efficacy, self-determination, and client choice.  |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Uses and models recovery oriented principles with clients: person first language, multiple pathways, client choice, informed consent, self-determination, many pathways, empowerment, self-advocacy, fostering independence, etc.   |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Uses respectful, person-centered, recovery-oriented language in written and verbal interactions with clients, family members, community members, and others.  |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Validates and normalizes client recovery experiences.   |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Assists and supports clients to set goals and to dream of future possibilities. Proposes strategies to help a peer accomplish tasks or goals. Provides concrete assistance to help clients accomplish goals, and then celebrates client efforts and accomplishments.            |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Inspires hope through the sharing of recovery stories, recognizing when to share experiences and when to listen.  |

|                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Describes personal recovery practices and helps clients discover recovery practices that work for them. Peer is open to exploring many paths to recovery with their clients. |
|--------------------------|--------------------------|--------------------------|--|

| Need coaching to better assist clients | Meets client needs       | Excels                   | <b>Condensed SUD peer competencies adapted from the SAMHSA and IC&amp;RC competencies.</b>  |
|--|--------------------------|--------------------------|---|
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Appreciates and respects the cultural and spiritual beliefs and practices of clients and their families, demonstrating an understanding of peer's own personal values and culture and how these may contribute to biases, judgments and beliefs.                                |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Recognizes and responds to the complexities and uniqueness of each peer's process of recovery, tailoring services and supports to meet the preferences and unique needs of peers and their families.  |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Helps clients to function as a member of their treatment/recovery support team.   |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Participates in maintaining up-to-date information about community resources and services, assisting peers to find, investigate, select, and use needed and desired resources and services.   |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Accompanies peers to community activities and appointments when requested and participates in community activities with peers when requested.   |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Assist clients in system navigation (traditional institutions of care, criminal justice, child welfare, SNAP, TANF, WIC, etc.)  |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Educates family members and other supportive individuals about recovery and recovery supports. Coordinates efforts with clients' family members and other natural supports.   |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Uses approaches, recommendations and linkages that match the preferences and needs of clients.  |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Recognizes signs of distress and threats to safety among clients and in their environments, provides reassurance to clients in distress.  |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Strives to create safe spaces when meeting with peers, acting to address distress or a crisis by using knowledge of local resources, treatment, services and support preferences of peers and assists peers in developing advance directives and other crisis prevention tools. |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Conveys client's point of view when working with colleagues.  |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Documents information as required by program policies and procedures.   |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Follows laws and rules concerning confidentiality and respects others' rights for privacy. Can describe client rights, responsibilities, informed consent, and obligations  |

|                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
|                          |                          |                          | of mandatory reporting.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Complies with agency specific policies regarding peer-client practices and boundaries, social media rules, financial policies, smoking policies, etc. |

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|--|--------------------------|--------------------------|---|
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Works together with other colleagues to enhance the provision of services and supports, assertively engaging providers from mental health services, addiction services, and physical medicine to meet the needs of clients. Coordinates efforts with health care providers to enhance the health and wellness of clients. |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Partners with community members and organizations to strengthen opportunities for clients.  |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Strives to resolve conflicts in relationships with clients and others in their support network.   |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Can recognize and respond to risk, crises and emergency indicators affecting client welfare and safety.   |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Recognizes and responds to the traumatic experiences of vulnerable populations (cultural/ethnic minorities, sexual minorities, people in poverty, people experiencing homelessness, those with a history of military service, etc.).  |
| <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | Exercises appropriate self-care.  |