



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

## Job Description

<i>Job Title:</i>	Housing Peer Specialist
<i>Department:</i>	Residential & Housing
<i>Position Status:</i>	Full Time, Non Exempt
<i>Expected Pay Rate:</i>	\$20.00/hour
<i>Supervised by:</i>	Director of Residential Services

### *General Statement of Duties:*

The Housing Peer Specialist is responsible for providing outreach and support for the Agency's OASAS Housing Programs. The Peer Specialist will assist individuals in recovery with regaining independence in their community and sustaining their own recovery and improving their overall health.

### *Specific Duties or Typical Work Activities:*

- Collaborate with clients connected to the OASAS housing programs to develop a person-centered recovery plan.
- Teach and model the benefits of individual recovery and effective coping techniques, problem solving skills, and self-help strategies
- Link clients to social and other supports in the community
- Use and teach problem-solving techniques to clients and lead discussions on methods to overcome common problems of daily living
- Provide non-clinical crisis support following hospitalization or incarceration
- Assist with appointment navigation including accompaniment to appointments, engagement in community-based care, and addressing barriers to care
- Assist individuals in developing empowerment skills and combating stigma through self-advocacy
- Use personal recovery experience to refer clients and/or their families to healthy leisure opportunities or community resources that may be helpful
- Monitor, evaluate, and record client progress with respect to recovery plan goals
- Attend and participate in team meetings and supervisory sessions
- Other related work, as required

### *Required Knowledge and Skills:*

- Knowledge of substance use and co-occurring disorders, including some knowledge of diagnoses, treatment options, Medication Assisted Treatment (MAT), and recovery concepts
- Ability to actively listen to others, empathize, interact and communicate appropriately and effectively with clients, Agency staff, and community service providers
- Familiarity with Microsoft Office, Internet and web-based software applications
- Ability to work both independently and cooperatively within a team
- Ability to maintain confidentiality and demonstrate good boundaries

### *Qualifications:*

- High School Diploma or equivalent is required
- Certified Recovery Peer Advocate (CRPA) or CRPA-Provisional credential is required
- Minimum of 1 year human services experience is preferred

*Additional Expectations:*

- Must have a valid NYS Driver License, an acceptable driving record, and adequate auto insurance coverage
- Must work 8:30 a.m. – 4:30 p.m., Monday-Friday
- Must comply with Agency and program policies and procedures
- Required to understand and abide by the laws, regulations, policies, and procedures that apply to the program or services provided
- Required to report any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, Agency operations, or personnel of the Agency
- Required to maintain accurate documentation including, but not limited to, purchase orders, petty cash, expenditures, mileage records, and time sheets
- Required to ensure that employees are aware of and abide by the laws, regulations, policies, and procedures that apply to the program or services provided
- Process reports of known or suspected violations with the Agency Compliance Officer, without any retaliatory action against any employee