



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

## Job Description

<i>Job Title:</i>	Peer Specialist
<i>Department:</i>	Peer Support Services
<i>Position Status:</i>	Full Time, Non-exempt
<i>Expected Pay Rate:</i>	\$16.50/hour
<i>Supervised by:</i>	Program Manager

### *General Statement of Duties:*

The Peer Specialist is responsible for providing outreach and support to peers in the community that fosters community integration, engagement in needed services, and personal empowerment.

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

- Utilize various outreach strategies that encourage peers to engage with others and develop available services and supports
- Teach and model the benefit of individual recovery and effective coping techniques, problem-solving skills and self-help strategies
- Encourage participants in formulating their personal goals and objectives for recovery through active listening and other best practice approaches
- Refer participants to needed services, including behavioral and physical health care, employment, financial supports, education, and social activities that promote community integration
- Facilitate referrals by assisting with appointments, paperwork, and arranging transportation
- Completing documentation regarding referrals and visit notes
- Encourage participants in gaining comfort and an independent connection to mainstream community activities
- Advocate on behalf of individuals' interests and needs
- Provide individuals with support during times of crisis
- Empower peers to develop a healthy independence by utilizing unique recovery experiences
- Assist with development and facilitation of group activities and peer empowerment workshops
- Attend staff meetings, trainings, and agency events
- Other related duties as assigned

### *Required Knowledge and Skills:*

- Knowledge of mental health and co-occurring disorders, including some knowledge of diagnoses, treatment options, and recovery concepts
- Ability to actively listen to others, empathize, interact, and communicate appropriately and effectively with individuals, 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 required
- Must self-identify as a person with lived experience with challenges resulting from a diagnosis of a mental illness or a co-occurring chemical dependency disorder
- Must become OMHNYS Peers Certified within 6 months of hire
- Valid NYS Driver License is preferred

*Additional Expectations:*

- Must work the expected 40 hours weekly, 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 statistical records and documentation including, but not limited to, individual client records, billing records, medication records, daily log, expense sheets, purchase orders, petty cash, client funds, and mileage records
- Required to ensure that employees and volunteers 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