



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

Job Description

Job Title: Peer Specialist

Department: Peer Support Services

Position Status: Full Time, Non-exempt

Expected Pay Rate: \$16.50/hour

Supervised by: Program Manager

General Statement of Duties:

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

Specific Duties or Typical Work Activities:

- Utilizes various outreach strategies that encourage clients to engage with others and access available services and supports
- Teaches and models the benefit of individual recovery and effective coping techniques, problem-solving skills, and self-help strategies
- Encourages clients to identify their personal goals and objectives for recovery through active listening and other best practice approaches
- Refers clients to needed services, including behavioral and physical health care, education, employment, financial supports, and social activities that promote community integration
- Assists clients with appointments, paperwork, and arranging transportation
- Accurately completes documentation regarding referrals and progress notes
- Encourages clients to gain confidence and make connections to mainstream community activities
- Advocates on behalf of clients' interests and needs
- Provides clients with support during times of crisis
- Empowers clients to develop greater independence by utilizing unique recovery experiences
- Assists with development and facilitation of group activities and peer empowerment workshops
- Attends staff meetings, trainings, and Agency events
- Other related duties as assigned

Required Knowledge and Skills:

- Knowledge of mental health and substance use, including some knowledge of diagnoses, treatment options, and recovery concepts
- Ability to actively listen to others, empathize, interact, and communicate appropriately and effectively with clients, Agency staff, and community-based 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 mental health and/or substance use challenges
- Must obtain certification as a NYS Certified Peer Specialist (NYCPS) within 6 months of hire

- Valid NYS Driver License is preferred

Additional Expectations:

- Must work the expected hours of 8:30am to 4:30pm, Monday through 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