

Bronx, New York – Peer Specialist (Part-time)

How to Apply

<https://chm.tbe.taleo.net/chm04/ats/careers/requisition.jsp?org=JEWIBOAR&cws=1&rid=1413>

PURPOSE:

To train Behavioral Health clients and serve as a role model and advocate in the areas of entitlements, self-advocacy and empowerment, daily activities, housing and employment.

RESPONSIBILITIES:

- Provide concrete service delivery to clients (i.e. benefits/entitlements), as per program needs.
- Lead and co-leads a variety of recovery group, especially on issues of self-advocacy, entitlements and daily living activities, housing issues and employment readiness.
- Communicate with collaterals and other agency staff on behalf of clients to assist case management staff as needed.
- Participate in team meetings, supervision and discharge planning discussion.
- Appropriately document groups and program activities on forms provided by Program Management.
- Assists in various duties (as needed) for the program (i.e. kitchen aide, entitlements counselor, etc.).
- Maintain resource materials on recovery for client use.
- Train consumers in peer advocacy skills.
- May be assigned other tasks and duties reasonably related to their job responsibilities.

Educational Requirements:

- High School Diploma, GED or completion of Peer Advocacy Training Program required.

Skills and/or Experience Required:

- Relevant life experience preferred.
- Familiarity with NYS Entitlements, Housing and Mental Health Service Delivery System.
- Basic computer skills a plus.

Communication Skills:

- Ability to articulate the company's philosophy, mission and goals to a varied audience.
- Ability to author and to present effective and persuasive speeches and presentations to various groups including clients, management and employees.
- Ability to respond to inquiries or complaints, including those of a sensitive and confidential nature, from any of the following, if applicable, under a variety of circumstances, including adversarial situations: clients, consumers, managers, employees, regulatory agencies, arbitrators, union representatives, vendors, or applicants.
- Ability to effectively present information to clients, top management and staff in verbal and written formats.

Mathematical Skills:

- Ability to perform basic mathematical skills such as addition, subtraction, division and multiplication.

Reasoning Skills:

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to work within general guidelines and minimal supervision.
- Ability to organize, prioritize and execute responsibilities in the face of conflicting priorities or unexpected situations.
- Ability to recognize the need for confidentiality of information and to maintain such confidences.

Physical Demands:

- Regularly required to speak clearly and hear the spoken word well.
- Regularly required to physically operate routine office equipment such as telephones, computers, etc.
- Regularly required to travel to sites in and outside the company using customary modes of public transportation.
- Regularly required to utilize near vision ability and to read data and documents, including spreadsheets and reports, in printed form and on computer screens.

Work Environment:

- Noise level is consistent with levels usually present in an office, education, rehabilitation, industrial, workshop or health related environment.
- Hazards present are consistent with those common to an office, education, rehabilitation, industrial, workshop or health related environment.

REQUIREMENTS: Some post-secondary education preferred, as is experience with a similar population in a community setting. NY Peer Specialist certification is required.

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