



Job Description: Peer Specialist

Position Title: Peer Specialist
Adult Behavioral Services

Reporting Relationships:
Reports to the Director of Habilitation Services

General Summary of Duties:
The Peer Advocate provides unconditional, non-judgmental support to assigned consumers and families, upon request, who are participating with Adult Behavioral Services. The Peer Advocate works collaboratively with Care Managers.

Essential Responsibilities or Functions of the Position:

1. Uses his/her own recovery experience and training to assist families and consumers with defining their recovery goals, and developing the skills and knowledge needed for the consumer's recovery.
2. Establish and maintain strong collaborative relationships with assigned consumer and/or family.
3. Participate in activities, service plan meetings, etc., as requested by Care Manager.
4. Complete all necessary paperwork in a timely manner in accordance with policies and procedures.
5. Collaborate with Care Managers, providers, and community agencies and organizations to identify consumers and family members of consumer who benefit from peer support.
6. Respond to concerns and questions from consumers and families.
7. Must complete mandated OMH / MCO training requirements.
8. Must possess a valid/clear driver's license and dependable vehicle, and provide transportation, utilizing your own vehicle, to activities as indicated within the service plan.
9. Attend trainings/workshops as requested by Director.

Typical Working Conditions:
Exposure category #1 (OSHA Blood borne Pathogens).

Typical Physical Demands:
Requires some sitting, standing, walking, bending, and physical interventions. Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, photocopier, telephone and other office equipment. Requires legible handwriting for written documentation on a daily basis. Requires normal range of hearing and eyesight to record, prepare and communicate reports and to drive agency vehicles.

Knowledge, Skill and Abilities:

Knowledge of agency policies and procedures. Knowledge of OMH/MCO regulations and practices. Knowledge of computer systems and applications. Skill in gathering interpreting, and reporting information. Skill in written and verbal communication. Ability to exercise initiative, problem-solving, and decision-making.

Education and Experience:

Must have High School Diploma or GED, must be at least 18 years of age. Must possess and understanding of the principles of recovery and resiliency model. Self-disclosure as a current or former consumer of or family member of a consumer of Mental Health or Substance Abuse services. Must be Certified Peer Specialist or Provisional Certified Peer Specialist OR the ability to complete the training program within 4 months of employment.

Background Check:

Must meet the requirements of the Mental Health Regulations regarding a State Central Register Clearance regarding history of abuse/maltreatment of children and attestation of Criminal History for criminal convictions.

To Apply:

- Complete our online application www.pathwaysforyou.org
- Submit your resume/letter of interest explaining how you meet the requirements to hr@pathwayforyou.org

Contact Person:

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