



Job Title:	Manhattan West Self Help	Travel Required:	w/in NYC as needed
Location:	163 West 125 th Street NY, NY 10027	Position Type:	Part Time 20 Hours a week
HR Contact:	Mbarbarash@balticstreet.org	Date Posted:	September 29, 2017

Job Description

The mission of Baltic Street AEH, Inc. is to help improve the quality of life for people vulnerable to mental illness by providing a broad continuum of trauma-informed care with a focus on wellness and resiliency. We believe that all the people we serve can lead meaningful lives and successfully manage their mental health. Every individual we serve receives support to help them address their whole health needs, develop coping strategies and connect with critical resources such as housing, education and employment.

Baltic Street AEH, Inc., seeks applicants for the position of Peer Advocate for dual recovery, at the Manhattan West Self-Help Program. This program provides, self-help and empowerment tools to clients in the community, through consumer led groups. It will develop, and lead self-help groups, and train new group leaders from among its group attendees.

Minimum qualifications: Good phone and communication skills, some experience or training in peer advocacy, basic knowledge of self-help techniques, ability to be patient and supportive, knowledge of community mental health system, ability to complete required paperwork. Basic office and computer skills are required. Certified Psychiatric Rehabilitation Practitioner (CPRP) preferred. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Good reading and writing Skills. Clean drivers license a plus. Bilingual Spanish preferred. High School Diploma or GED required. These job duties must be performed at Baltic Street AEH, Inc. in a manner which is in keeping with the mission statement of Baltic Street AEH, Inc. and must also project a positive image of the employees, individuals, and agency of Baltic Street AEH, Inc. to the public, individuals, other agencies, families and other Board of Directors

Hours of work: Full-time: 40 hours per week. Non-exempt; or
Part-time: 10 – 30 hours per week. Non-exempt

Source of supervision: Program Manager or Program Supervisor/Senior Peer Advocate

Essential Functions:

Direct Services

1. Teach and model the principles and practices of recovery and self-help
2. Provide quality psychiatric rehabilitation interventions to individuals and collaterals in a timely and responsive manner.

3. Collaborate with individuals to identify goals & objectives
4. Collaborate on services to meet those goals & objectives and discuss progress
5. Develop and individualized recovery plan (IPR) with the individual. Review and update as appropriate.
6. Ensure and protect all consumer civil liberties and rights.
7. Provide direct services to an ongoing client caseload.
8. Attend staff meetings and present cases as necessary.
9. Position requires both working both on site and off site.
10. Maintain and protect the confidential nature of all matters related to this position.
11. Provide linkages, referrals, and case coordination with other services including mental health, education, medical, social and financial services.
12. Teach individuals how to become better self-advocates through information sharing, explanation and modeling
13. Based upon individual needs and preferences, provide “hands-on” assistance with referral, intake, and eligibility processes.
14. Advocate for needed services and assist individuals to negotiate bureaucracies and service systems.
15. Provide entitlement counseling and assist consumers to obtain entitlements. Accompany individuals to entitlement offices as indicated.
16. Actively participate in ongoing training as needed to meet all certification standards and credentialing policies.
17. Provide timely documentation to supervisor and HR of qualifications necessary to provide services
18. Collect QA data and participate in the development of continuous quality improvement strategies based on relevant information and accrediting standards.
19. Facilitate group meetings, workshops and training sessions **which includes sharing your own recovery story/experience with consumers.**
20. Answer a help-line in a busy office.
21. Work collaboratively with other organizations and maintain positive interagency relationships.
22. Conduct outreach activities to prospective consumers.
23. As requested, run groups, classes and information sessions for consumers and other stakeholders.

Documentation

24. Document information in each record in a clear & timely manner in accordance with state and agency regulations and policies
25. Enter information into consumer data -base in a timely and accurate manner.
26. Maintain administrative, program, and client records in a timely, complete, and organized manner, consistent with all applicable policies, rules, regulations, and procedures.
27. Submit accurate and timely reports as requested by the agency management

Other Duties

28. Participate in training sessions designed to enhance growth and skill development.
29. Perform other duties as assigned.

Baltic Street AEH, Inc. does not discriminate in its hiring practices on the basis of race, creed, color, gender, sexual orientation, age, national origin, religion, veteran status or disability. If you would require an accommodation in how you would perform the essential functions of the position as described, please inform your interviewer

To Apply Contact:

Marianna Barbarash, Director of Human Resources

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