

## Unique People Services

### Job Description

**Job Title:** Peer Advocate  
**Report to:** Clinical Supervisor

**SUMMARY:** The Peer Advocate provides a bridge between providers and Nursing Home Remedy Members (NHRM) that facilitates the medical and psychosocial care of the member. The Peer Advocate works in a team setting as one component of the member's coordinated care. However, the Peer Advocate is an advocate for the member, and maintains a relationship with the member that fosters trust and understanding distinct from a provider role. The peer Advocate is expected to serve as a role model who provides reliable information, appropriate referrals, and emotional support to individuals who have a serious mental illness and co-occurring physical health condition. Peer Advocates also help members' access services (medical, emotional, economic, and legal) and sometimes accompany them to appointments or arrange for transportation as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide referrals to mental and medical services in the city of New York in accordance with the New York State Department of Mental Health (OMH).
- Work as part of a team, with other Peer Advocates at Unique People Services (UPS) and with health care providers in clinical settings.
- Ability and willingness to accept direction from supervisor.
- Comfort with the diversity (ethnicity, sexual orientation, socioeconomic status, etc.) of our multicultural community.
- Maintain required work schedule, be on time, keep work area neat and be accountable for how time is used.
- Use good judgment regarding confidentiality issues.
- Advocate for members by bringing concerns about services to providers' attention.
- Help members identify risk reduction strategies (safe sex, drug treatment, needle exchange, etc.)

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Basic computer proficiency required. Strong knowledge of serious mental illness & co-occurring physical health conditions, medical treatments and substance abuse issues required. One (1) year experience in peer advocacy and record keeping. Peer education training also required. Individual must have good oral and written communication skills; as well as good telephone skills. Must be honest and have a genuine compassion for individuals living with mental and physical disabilities. If addiction is an issue, must be clean and sober for at least one (1) year. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NOTE:** This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

#### **Bill Velasquez / HR Director**

Unique People Services / Administrative office

Add: 4234 Vireo Avenue, Bronx NY 10470

Tel: 718-231-7711 Fax: 718-231-7720

E-mail: [BillV@uniquepeopleservices.org](mailto:BillV@uniquepeopleservices.org)

<http://www.uniquepeopleservices.org>