

## JOB DESCRIPTION

**JOB TITLE:** Peer Specialist

### **JOB IDENTIFICATION**

Job Code: Full-Time/Part time  
Location: Bronx Crisis Respite Center  
Reports to: Assistant Director  
Employees Directed: Certified Peer Specialists and Peer Specialist Interns  
Schedule: Day, Evening, Overnight and Weekend shifts as needed;

### **JOB PURPOSE AND SUMMARY**

Peer Specialists (*Peer Specialist I*): The Peer Specialist I will have experience as a recipient of mental health services with a willingness to share personal, practical experience, knowledge, and first-hand insight to benefit program enrollees. The Peer Specialist will have previously completed training in an established Peer model of care or will complete such training within 3 months of employment. Additionally, s/he will practice according to the principles of recovery. The nature of our work requires satisfactory assessment of performance on the part of employee with his or her immediate supervisor and the director of the agency.

### **DUTIES AND RESPONSIBILITIES**

#### **Essential Functions of the Job**

1. Maintain appropriate relationships with guests.
2. Show willingness to learn and utilize various approaches to assist guest in achieving goals and objectives.
3. Meet regularly with supervisor and demonstrate active involvement in supervision as evidenced by constructive participation, initiative and observable progress.
4. Collaborate and communicate effectively with other staff between shifts.
5. Collaborate and communicate effectively with other staff on issues related to guests health and wellness care.
6. Work collaboratively with other members on shift when completing shift responsibilities.
7. Keep up to date on all documentation and signatures including enrollment, intakes, progress notes, wellness plans, etc.



8. Meet standards for documentation process/content.
9. Maintain good working relationships with other employees including maintaining appropriate, positive, and professional interpersonal relationships.
10. Is able to take initiative and work independently while being able to ask for assistance when needed from supervisor and/or other members of the team.
11. Able to deal with conflict and difficult interpersonal relations in the workplace.
12. Can manage several tasks simultaneously when needed.
13. Is able to respond adaptively and remain focused in a rapidly changing programmatic, electronic, and compliance environment.
14. Attend all meetings and other official functions as required.
15. Maintain compliance in completing mandated trainings as assigned
16. Meet attendance and punctuality expectations.
17. Complies with professional and ethical standards.

**QUALIFICATIONS:**

1. Must demonstrate an understanding of the “Peer Support” model.
  2. Have a minimum of a High School diploma or GED, an Associate’s degree in business or office administration or related field and Bachelor’s degree strongly preferred.
  3. At least 12 months (not necessarily consecutive) full or part-time paid or volunteer work experience in a respite or mental health facility desired.
  4. Peer Certification is required and must have upon or within 3 months of hire.
  5. Works well with a team.
  6. Exhibits strong interpersonal and management skills.
  7. Maintains professional but friendly demeanor.
  8. Able to manage time effectively and efficiently
  9. Detail oriented with good writing and organizational abilities.
  10. Ability to network within the community and work with diverse populations.
- Computer proficiency including, but not limited to Microsoft Word and Excel

For more information or to apply, contact:

**Osman Mariano**

Program Director

640 West 232<sup>nd</sup> Street, Bronx NY, 10463

718.884.2992 x111 | Fax 718.884.2901

[omariano@MosaicMH.org](mailto:omariano@MosaicMH.org)

[omariano@rmha.org](mailto:omariano@rmha.org)

<https://mosaicmh.org/>