



JOB DESCRIPTION

JOB TITLE: Senior Peer Specialist: Outreach, Advocacy, and Facilities

JOB IDENTIFICATION

Job Code: Full-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

The Senior Certified Peer Specialist (SCPS) will assist in the running of Crisis Respite Center staff as well as the coordination of the day-to-day operations. The SCPS assists the assistant director in directing and providing support to staff while overseeing and implementing the direct service of the program. Additionally, the SCPS will follow best practices to maintain peer services that foster supportive peer relationships with and among the persons enrolled in the Bronx Crisis Respite Center (CRC). The SCPS will report directly to the assistant director on all matters pertinent to the successful obtainment of program goals and standards.

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

Directly provide and/or ensure the following:

1. Able to follow instructions, respond to supervisor's direction; keep commitments; complete tasks on time
2. Provide a role model for peer staff as well as persons' enrolled at the CRC.
3. Assist in providing coaching and support to staff and assist with overseeing their work
4. Assist following-up with employees to ensure sure tasks are completed in a timely fashion.
5. Provide input to direct supervisor of staff behavior or complaints.
6. Provide reminders to staff of conferences, trainings, meetings or program updates as appropriate
7. Assist with scheduling employee hours and shifts and ensures schedule is provided/posted in timely manner.
8. Assist ensure all are aware of new referrals and case acceptance or non-acceptance



9. Assist with ensuring staff are following up with case assignments to ensure continuity of care.
10. Assist in the development of a culture of recovery and peer support by engaging in and supporting peer relationships.
11. Work with guests and serves to assist them in the development and implementation of an individualized and integrated Wellness plan, including physical health.
12. Complete detailed and accurate progress notes, and other reports to document the program and it's participants including but not limited to intake process.
13. Assist in addressing and resolving guest complaints.
14. Assist in networking with Mental Health, Substance Abuse, Housing, Mental Health Case Management, Vocational Support, and other supportive service agencies and organizations, to build integrated support systems and establish a mutual relationship for referrals and connection to services
15. Assist in the management, coordination and documentation of all outreach efforts.
16. At the direction of the assist director, assisting quickly and practically responding to emergencies, crises, or unexpected problems during shift
17. Familiarization with program policies and procedures including: Crisis Response Protocol, Emergency Evacuation Procedures, Confidentiality, Conflict of Interest etc. and comply with association policies
18. Attend meetings, training functions and other official RMHA functions as required.
19. Safeguard confidential information.
20. Comply with applicable local, state, and federal licensing
21. Project a positive image of the Mosaic MH and its programs to the community, and the Mosaic MH clients.

Additional Important Functions of the Job

1. Work cooperatively with direct supervisor, program participants, Mosaic MH and staff.
2. Maintain appropriate, positive, and professional interpersonal relationships with staff, peers and program participants
3. Understand the meaning and importance of cultural competency and be able to interact sensitively and effectively with people of other cultures
4. Perform regular outreach and peer specific advocacy as determined by Assistant Program director and program director
5. Perform other duties as assigned

QUALIFICATIONS:

1. The SCPS must demonstrate an understanding of the "Peer Support" model.
2. Training in Intentional Peer Support Training (IPS) and Needs Adapted Treatment Model Training (NATM) is a plus.



3. Have a minimum of a High School diploma or GED.
4. Have at least 12 months (not necessarily consecutive) full or part-time paid or volunteer work experience in a respite or mental health facility
5. Peer Certification is required and must have upon or within 3 months of hire.
6. Works well with a team.
7. Exhibits strong interpersonal and management skills.
8. Maintains professional but friendly demeanor.
9. Able to manage time effectively and efficiently
10. Detail oriented with good writing and organizational abilities.
11. Ability to network within the community and work with diverse populations.
12. Computer proficiency including, but not limited to Microsoft Word and Excel.

For more information or to apply, contact:

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Program Director

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