

## ICL JOB DESCRIPTION

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| <b>JOB TITLE:</b> Peer Engagement Specialist<br>(RCA Project)   | <b>FLSA:</b> Non-exempt                              |
| <b>DIVISION:</b>  | <b>PROG/DEPT:</b> Recovery Coordination Agency (PPS) |
| <b>IMMEDIATE SUPERVISOR:</b> Program Director Astrid Leonard  | <b>POSITIONS SUPERVISED:</b> N/A                     |
| <b>JOB SUMMARY</b>  |  |
| <p>Under the general supervision of the RCA Project Director, Peer Engagement Specialists using their connection through shared experiences will serve as role models, who will, educate recipients whom are HARP enrolled and HARP at risk about self-help techniques and self-help group processes, teach effective coping strategies based on personal experience, teach symptom management skills, assist in clarifying rehabilitation and recovery goals and assist in the development of community support systems (Home and Community Based Services) and networks. The Peer Engagement Specialist assists assigned individuals in developing and maintaining viable living, working and social situations in the community by obtaining needed medical, social, psychosocial, educational, financial, vocational, and other services. Travels to/visits recipients' residences or apartments to provide counsel and assistance and to help the recipients, within their capabilities and interests, in maintaining the greatest degree of independent living. The majority of duties are often performed independently under general supervision. The Peer Engagement Specialist assists service recipients through supportive counseling to participate as fully as possible in the life of the community with the intent of achieving individual goals that foster personal growth and the highest level of independence possible and desired.</p>  |  |
| <b>ESSENTIAL JOB FUNCTIONS:</b> List all essential job duties. (To perform this job successfully, an individual must be able to perform each essential duty listed satisfactorily with or without a reasonable accommodation. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential duties unless this causes undue hardship to the agency.)   |  |
| <ol style="list-style-type: none"> <li>1. Outreach HARP enrolled recipients' in the community to engage, educate, and connect to ICL RCA for HCBS assessments and enrollments.</li> <li>2. Outreach to HARP at Risk clients and connect to case management and clinical services.</li> <li>3. Peer Support Services, on a schedule established by the program.</li> <li>4. Engage recipients regarding plans for meeting service needs, and aids the recipients to mobilize inner capabilities and environmental resources to attain goals Educates recipients about self-help techniques and self-help group processes</li> <li>5. Teaches recipients effective coping strategies based on personal experience</li> <li>6. Teaches symptom management skills</li> <li>7. Assists in clarifying rehabilitation and recovery goals.</li> <li>8. Assists in maintaining up-to-date, accurate individual case records on each assigned recipient.</li> <li>9. Assists in obtaining and developing resource information for recipients in all aspects of their care; disseminates this information to recipients in a manner that is clear and understandable.</li> <li>10. Assist the recipient in meeting HCBS service plan goals.</li> <li>11. Helps facilitate individualized services to the recipient that meet the diverse needs of the recipient</li> <li>12. Explains the types of clinical services, and programs available to recipients; helps instruct the recipient in daily living skills, socialization skill enhancement, and conflict resolution.</li> <li>13. Accompanies recipients on regularly scheduled or emergency visits to medical treatment facilities, social agencies, government offices, or other locations associated with the treatment or assistance of the recipient.</li> <li>14. Advocates on behalf of recipient with outside service providers and within ICL.</li> <li>15. Assists resident/recipient in finding and getting into vocational training or other training opportunities, and works with other team members in addressing the needs of recipients</li> <li>16. Immediately reports serious incidents, serious incident allegations, incidents, or sensitive situations to supervisors. Completes incident reports in accordance with ICL policy.</li> <li>17. Accounts for recipients and files missing person reports on recipients not accounted for in accordance with ICL policy and procedure.</li> <li>18. Complies with attendance and timekeeping rules and reports reliably and regularly to work on an on-going basis.</li> </ol> |  |

19. Attends regularly scheduled clinical meetings, staff meetings and supervision as well as in- service training and development activities.

20. Other job-related duties that may be assigned.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work with recipients, families, and staff in a caring and respectful manner, and with due understanding of and consideration for cultural differences.
- Ability to serve as a role model to recipients.
- Ability to complete written forms and reports in an accurate and timely manner.
- Ability to communicate effectively with staff, recipients, families, and the public.
- Ability to prepare accurate and timely documentation, reports and other written material as assigned.
- Ability to secure the cooperation of and work effectively with others
- Ability to work independently, and to conform to all applicable safety and accountability measures
- Knowledge of how disabilities can adversely affect functioning and ways to cope with or overcome such effects
- Ability to read and write at least at a 12th grade level and to follow written and oral instructions
- Ability to accompany or transport consumers (some assignments may require possession of a valid driver's license).
- Ability to be empathetic and supportive to consumers, instructing, demonstrating, modeling, and encouraging appropriate behavior and skills

#### **QUALIFICATIONS AND EXPERIENCE**

**Minimum:** Certification as an **OMH** Certified Peer Specialist or **OASAS** Certified Peer Specialist (preferred but not required) plus demonstrated interpersonal communications skills and the ability to empathize with, relate to and effectively work with recipients of mental health services **AND** two years of active participation in mental health self-help activities, peer support or peer advocacy programs, or recipient run organizations or similar experiences or programs.

#### **CERTIFICATIONS**

This position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the agency at the sole discretion of executive management.

By signing this job description you agree that you are able and willing to perform the duties described herein and that you understand that other duties may be assigned as required by your supervisor(s). Also, your signature acknowledges that this Job Description supersedes all previous descriptions, if any.

**Institute for Community Living, Inc., 125 Broad Street, NY, NY 10004**  
**To apply, call 212-385-3030 or send email asking for instructions to:**  
[info@iclinc.org](mailto:info@iclinc.org)

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Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**JOB DESCRIPTION APPROVALS**

Division/Department Executive Vice President

Print Name

Date

Human Resources

Print Name and Title

Date

Distribution:

Signed Original to HR for Personnel File

Copy to employee

Worker Comp Code:

Union Status: