

## **Job Description**

*Job Title:* Peer Specialist

*Department:* Peer Support Services

*Position Status:* Non-exempt  
Full Time

*Supervised by:* Program Manager

### *General Statement of Duties:*

The Peer Specialist is responsible for providing outreach and support to peers in the community that fosters community integration, engagement in needed services, and personal empowerment.

### *Specific Duties or Typical Work Activities:*

- Utilize various outreach strategies that encourage peers to engage with others and utilize available services and supports
- Refer participants to needed services, including behavioral and physical health care, employment, financial supports, education, and social activities that promote community integration
- Facilitate referrals by assisting with appointments, paperwork, and arranging transportation
- Completing documentation regarding referrals and visit notes
- Assist participants in gaining comfort and an independent connection to mainstream community activities
- Advocate on behalf of individuals' interests and needs
- Provide individuals with support during times of crisis
- Attend staff meetings, trainings, and agency events
- Other related duties as assigned

### *Required Knowledge and Skills:*

- Knowledge of mental health issues and co-occurring disorders, including some knowledge of diagnoses, treatment options, and recovery concepts
- Ability to actively listen to others, empathize, interact, and communicate appropriately and effectively with individuals, Agency staff, and community service providers
- Familiarity with Microsoft Office, Internet and web-based software applications
- Ability to work both independently and cooperatively within a team
- Ability to maintain confidentiality and demonstrate good boundaries

### *Qualifications:*

- High School Diploma or equivalent required
- Must self-identify as a person with lived experience with challenges resulting from a diagnosis of a mental illness or a co-occurring chemical dependency disorder
- Must become OMHNYS Peers Certified within 6 months of hire
- Valid NYS Driver License is preferred