

Catholic Charities of Chemung/Schuyler
POSITION DESCRIPTION

POSITION TITLE:	Peer Specialist	STATUS:	Non- Exempt – 35 hrs.wk
DEPARTMENT:	Gateways CLP	LOCATION:	Elmira, NY

PRIMARY FUNCTIONS: Under the direct supervision of the Senior Housing Supervisor, the Peer Specialist (PS) will support people currently receiving services through the Office of Mental Health (OMH) and/or the Office for Addiction and Substance Abuse Services (OASAS). The purpose of the PS is to gain the necessary work experience and training to qualify for and obtain Peer Specialist Provisional status leading to and obtaining Peer Specialist Certification.

The PS will be assigned a mentor at the Community Residence (CR) and/or the Sunshine Treatment Program both of which are designed to provide an independent living atmosphere where individuals can stabilize, recover, re-learn skills necessary to improve functioning and re-integrate into the community; within each person's desire, tolerance and capacity to participate in such services. Under this assigned mentor, the PS is to develop knowledge, skills and experience providing trauma-informed and experience-guided mentor support services in a group or 1:1 setting.

The PS will learn how to use shared personal experience, modeling, and structured activities to guide and support individuals served in developing restorative skills and coping mechanisms in order to achieve the goals and objectives contained in the individual's person-centered, and strength-based recovery service plan.

SPECIFIC DUTIES:

- 1) Encourage and model hope and self-empowerment as coping skills to manage behavioral health symptoms.
- 2) Empower participants through shared decision-making and modeling of self-advocacy skills to access community resources and services, i.e. communication skills in arranging appointments, managing the coordination of medical care and other services; applying for/maintaining benefits and entitlements, and arranging transportation to and from community resources and accompaniment at appointments when needed.
- 3) Support people in developing conflict management skills to maintain cohesive relationships with family, friends, neighbors, community members and service providers.
- 4) Assist people in developing person-centered emergency and crisis-management plans.
- 5) Provide support and training in Activities of Daily Living (ADLs) in an effort to improve health, hygiene and self-esteem.
- 6) Discuss and share techniques from your own personal recovery experience to increase client awareness and understanding of their own condition(s), symptoms and symptom management, health, wellness and healthcare management (connection between emotional and physical health, wellness practices, diet, smoking cessation, etc.).
- 7) Using various techniques, including both verbal and physical demonstration (depending on level of support needed), assist clients in developing skills in relation to home management (cleaning/organization), budgeting/money management, shopping/buying, nutrition/exercise, navigating and being included in their community,
- 8) Communicate regularly with the individual's personal support network (Case/Care Manager, service providers, involved family and friends) and encourage the individual to maintain healthy relationships as a function of their recovery.
- 9) Aid Case Manager/mentor by providing input, consulting and debriefing during the process of implementing recovery service plans to remove barriers, documenting progress notes, plan reviews, utilization reviews and recertifications.
- 10) Successfully complete agency's probation period.

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- 11) Create and maintain detailed and accurate progress note documentation within the participant record detailing progress toward attainment of recovery service plan in accordance with funding regulations, agency policy, procedure, or business practice.
- 12) Provide emotional support, companionship and advocacy when an individual is in an emergency room or crisis unit or other service to deal with crisis.
- 13) Work nontraditional hours as needed to initiate contact and establish a rapport with program client.
- 14) Ensure that the rights and confidentiality of the resident are protected.
- 15) Successfully complete any training required by the agency and for certification.
- 16) Attend all Peer Specialist Support Group and Study Group meetings.
- 17) Attend staff meetings, treatment team/provider meetings, and staff development/training seminars in accordance with agency policy, procedure, or business practice.
- 18) Meet monthly with site supervisor to review personal journal in preparation of developing required essay of experience for certification.
- 19) All other duties as assigned.

QUALIFICATIONS:

EDUCATION and EXPERIENCE:

- 18 years of age or older
- Possess a high school diploma or GED (transcript required). An Associate degree or higher with experience in a human service related field preferred.
- Current or former recipient of mental health, or dual disorder services. Self-identify as someone who has direct personal experience living a life of recovery.
- As a requirement of the New York State Peer Specialist Certification Board (NYPSC):
 - Be willing to self-disclose one's mental health recovery journey and model that experience,
 - Attest to the NYPSCB Code of Ethical Conduct
- Possess knowledge of recovery to assist others in their own recovery
- Not currently hospitalized, and in recovery for at least 12 months

SPECIAL REQUIREMENTS:

1. Successfully pass the NYS Justice Center background check including fingerprinting, State Central Registry, OMIG Exclusion and State Exclusion List.
2. Provide documentation of completion OR after hire, the PS is required to qualify for and obtain Peer Specialist Provisional status within three to six months by successfully completing:
 - 12 core courses through the Academy of Peer Services and obtaining a passing score on all course exams.
 - submit three signed references from individuals able to speak to your ability as a Peer Specialist.
3. Provide documentation of certification OR after being hired and obtaining provisional status the PS must qualify for and obtain Peer Specialist Certified status within 18-24 months by completing:
 - A minimum of 5 additional Academy of Peer Specialist (APS) electives (15 total hours annually)
 - Complete required 2000 hours of peer work experience (including prior employment/volunteer experience) under the supervision of a qualified supervisor
 - Completing essay and providing documentation (format to be provided) of:
 - 2000 hours of peer work experience (can include prior employment/volunteer experience) under the supervision of a qualified supervisor
 - A minimum of 12 months of ongoing successful recovery including a concise overview of the applicant's personal recovery story
 - Tools and activities utilized to achieve and maintain personal recovery
 - Description of how the applicant discloses they have been diagnosed with a mental illness for the purpose of educating, role modeling and providing hope to others about the reality of recovery

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ADDITIONAL REQUIREMENTS:

- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regard to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Working knowledge of community resources and funding systems external to the agency.
- Demonstrated knowledge of program compliance, regulations, and requirements of funding sources, HIPAA, and with the policies of Gateways Community Living Program including the Catholic Charities Confidentiality Statement.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents.