

**GENERATIONS+/NORTHERN MANHATTAN HEALTH NETWORK
FUNCTIONAL JOB DESCRIPTION**

FACILITY: Belvis Harlem Lincoln Morrisania Renaissance

NAME:	TK ID #:
TITLE: Peer Counselor	DEPARTMENT/UNIT: Behavioral Health
ALT. TITLE:	REPORT TO: Assist Director Inpatient Services NAME & TITLE

PURPOSE OF POSITION:

Under the supervision of the Assistant Director, Inpatient Services; the Peer Counselor: provides direct services to mental health consumers of the Inpatient unit and Emergency Dept. collaborates with staff, consumers and other agencies to assist with the plan and implementation of treatment options. Co-leads therapeutic and recreational groups and serves as a role model for consumers

DUTIES & RESPONSIBILITIES:

- Assists consumers with activities of daily living (i.e. shopping, budgeting, use of public transportation)
- Co-leads groups including recovery, socialization and relapse prevention
- Assists consumers to identify coping strategies
- Provides supportive peer advocacy in relation to mental health, substance abuse, rehabilitation strategies, and self-help opportunities
- Participates in treatment team meetings and huddles
- Explains care processes to consumer with regards to rehabilitation, housing and other supportive services
- Acts as a liaison to community resource agencies
- Accompanies select consumers to disposition interviews
- Communicates with discharged consumers to verify post-hospitalization contacts were made
- Maintains complete and accurate documentation in logs and the medical records
- Prepares required reports
- Meets with manager for clinical supervision and guidance

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MACHINES, TOOLS, EQUIPMENT OPERATED:

Telephone
Computer

QUALIFICATION REQUIREMENTS (see Corporate Job Description)

High School diploma or GED
Satisfactory completion of a Peer Counselor/Specialist training program, which meets the guidelines of the Peer Advocacy Organization as per NYS OMH. The training must be six months in duration and completed within the last three (3) years.

KNOWLEDGE & SKILLS:

Basic understanding of mental illness
Good communication skills and telephone etiquette
Knowledge of local community resources
Basic computer skills
Knowledge of HIPPA and patient's rights

PHYSICAL DEMANDS:

Walking, standing, sitting and general mobility

SUPERVISION: (number and/or title supervised)

None

SUPERVISOR'S SIGNATURE/DATE:

I have received a copy of this job description and understand that I am responsible for and will be appraised on the duties contained herein.

EMPLOYEE SIGNATURE/DATE:

Additional Comments

Contact:

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