



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

Job Description

<i>Job Title:</i>	Peer Specialist
<i>Department:</i>	Peer Support Services
<i>Position Status:</i>	Non-exempt Full Time
<i>Supervised by:</i>	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

Catholic Charities of Cortland County is an Equal Opportunity Employer.

Last Updated: 11/6/2019

Peer Employment Opportunity: Catholic Charities of Cortland County - Peer Specialist

CNY Region Information <CNY-REGION-INFORMATION@LISTSERV.OMH.NY.GOV>

on behalf of

Smith, Garrett (OMH) <Garrett.Smith@OMH.NY.GOV>

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To: CNY-REGION-INFORMATION@LISTSERV.OMH.NY.GOV <CNY-REGION-INFORMATION@LISTSERV.OMH.NY.GOV>

📎 1 attachments (90 KB)

Peer Specialist.pdf;



Catholic Charities of Cortland County (CCOCC) is a private, non-profit human service agency with a history of service provision in Cortland County since 1979. Services are targeted to those living with mental health and/or substance use challenges, people living in poverty, and at-risk youth.

If you are interested in joining us, please see the career opportunities below.

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Department: Peer Support Services

Position Status: Non-exempt Full Time

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Please see attachment for more details about this position.

To apply, please send a completed application, resumé, cover letter, and three letters of reference via one of the following methods:

Mail:

Catholic Charities

Attn: Human Resources

33-35 Central Avenue

Cortland, New York 13045

E-mail: HR@ccooc.org

Fax:

Attn: Human Resources
(607) 299-4941

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Amanda D. Wilson-Yates, LMSW
Manager of Compliance & Personnel Services
Catholic Charities of Cortland County
10 Kennedy Parkway
Cortland, New York 13045
P: (607) 756-5992 ext. 201
F: (607) 299-4941

"God gave us two ears and one mouth so that we may listen twice as much as we speak."

Catholic Charities' 24 Hour Compliance & Ethics Hotline: 1-866-460-2024
Toll Free ~ Confidential ~ Anonymous

Feeling stressed by the COVID-19 pandemic? You are not alone. Call the NY Project Hope Emotional Support Helpline 7 days a week, 8am-10pm at 1-844-863-9314 or visit <https://nyprojecthope.org>

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