

## JOB DESCRIPTION

<b>Job Title: Peer Bridger, AHI</b>		<b>Department: Adult Home Initiative</b>	
<b>Reports to: Regional Coordinator</b>		<b>Supervises: None</b>	
<b>Program/Department: Adult Home Initiative</b>		<b>Work Site:</b>	
<b>Program/Department Description:</b> AHI is a new peer-led project that emerged from a New York State class action settlement agreement with the U.S. Department of Justice and private plaintiffs living with mental health challenges who reside in New York City adult homes. The settlement agreement provides opportunities for these residents to transition into community-based supported housing. The Adult Home Initiative is designed to assist adult home residents through a multi-phased process leading to successful transition into supported housing. The initiative will provide peer supports during the in-reach, assessment, HRA approval, and moving transition phases, as desired and needed by the residents. The initiative will utilize a range of individualized and group-based peer-informed strategies to promote housing transitions, striving to empower class members through exposure to possibilities, development of self-advocacy skills, promoting informed choice, and enhancing community engagement.			
<b>FTE: 40 Hours, pw</b>	<b>FLSA: Non Exempt</b>	<b>Created: July 18, 2018</b>	<b>Salary Band:</b>
<b>HR Approval:</b>		<b>Executive Manager Approval:</b>	

### Overview

The Peer Bridger works to develop mentoring and supportive relationships with NYC adult home residents, promoting connection and hope in the transition to supported housing. The Peer Bridger engages residents in peer-based services to identify and overcome barriers to housing transition, addressing questions and fears, while building self-advocacy and systems-navigation skills.

### Core Principles

The job responsibilities of all staff extend to understanding and incorporating certain principles into their work and into their relationships with program participants. These principles are:

- Program participants' right to self determination;
- Respectful communication;
- Services that support recovery and healing consistent with and nurturing each participant's cultural background, experience, identity, and values.
- Clear professional boundaries to support the limits and possibilities of services.

### Essential Job Functions

- Utilize a peer relationship to foster connection, trust, understanding and validation with adult home residents.
- Engage residents to identify and understand barriers to housing transition.
- Plan, promote, and participate in activities and events designed to enhance residents' awareness of and potential identification with life in the community.
- Utilize strength-based, motivational engagement with residents who have not been successfully engaged in transition services
- Collaborate with providers involved in assessment and other transition-related activities to support the processes.
- Identify and link with appropriate services for support in securing basic documents and entitlements. Help residents become familiar with and understand the range of support services available.

- Accompany residents on tours of available housing options and other community resources.
- Support residents during and after the move to community housing.
- Plan and deliver group-based learning opportunities including: Adult Home Settlement awareness, self-advocacy, decision-making and self-reliance, affirmative and enjoyable socialization, making and keeping social connections, work readiness, literacy, etc.
- Explore and address resident needs related to life goals, sense of purpose, physical wellness, spirituality, education, employment, socialization, and community involvement, fostering connections as needed.
- Educate and inform residents on the steps, timeframes, and status of their housing transition process.
- Model and develop self-advocacy skills including organization, time management, communication, and navigating bureaucracies.
- Collaborate in conducting fact-finding and research projects including surveys, interviews, and asset based community mapping.
- Assists individuals to enhance awareness of personal interests and preferences, awareness of environmental resources, and making informed decisions regarding participation
- Assists individuals in connecting with other peers, using their strengths and skills to build sustainable relationships.
- Advocate with and for residents to promote community integration, proactively addressing potential barriers such as transportation, fear, stigma and communication with others.
- Complete and submit all internal documentation including participant-related data such as notes and employment or referral-related outcomes in AWARDS.
- Participate in data collection and recording related to outcomes and other program, agency or funder/ contactor priorities
- Conduct workshops and community events.
- Ability to travel and work afternoons, evenings, weekends, and holidays.
- Attend and participate in supervision, meetings, and training sessions.
- Perform other duties as assigned.

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

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**Job Qualifications**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Recipient/survivor of mental health services, required.
- Minimum of a High School/Equivalency Diploma, required.
- New York State Peer Certification, required, (or application for certification submitted within the first year of employment if the applicant does not have certification).
- Experience working in behavioral health setting: peer service delivery, community development, rehabilitation or recovery-oriented services, preferred.
- Personal or professional experience with New York City mental health supported housing, preferred.
- Must be fingerprinted and cleared by the New York State Justice Center.
- Resourceful and able to organize, multitask, and prioritize work.
- Possess strong understanding and practice of recovery, wellness and related services.
- Analytical and innovative problem solving abilities.
- Attentive to details in documentation and data collection, reporting and analysis.
- Ability to work as part of a team.
- Strong oral and written communication skills.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Be creative and flexible.

- Ability to travel and work afternoons, evenings, weekends, and holidays.
- Show initiative and be responsible for follow through.
- Ability to maintain confidential information, as related to position.

**ACKNOWLEDGEMENT**

This acknowledges that I have reviewed the Community Access, Inc (CA), job description and agree to perform the duties/services prescribed. I understand that CA may periodically, at its sole discretion, change, rescind or add to this job description, with or without prior notice.

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PRINT NAME

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EMPLOYEE SIGNATURE

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DATE