

JOB DESCRIPTION

JOB TITLE: Peer Specialist and Peer Specialist Per Diem

JOB IDENTIFICATION

Job Code: Full-Time/ Part-Time

Location: Bronx Crisis Respite Center

Reports to: Assistant Director/Program Director

Certified Peer Specialists and Peer Specialist Per Diem Schedule: Day, Evening, Overnight and Weekend shifts

JOB PURPOSE AND SUMMARY

Peer Specialist/Peer Specialist Per Diem: The Peer Specialist/Per Diem will have experience as a recipient of mental health services with a willingness to share personal, practical experience, knowledge, and first-hand insight to benefit program enrollees. Additionally, s/he will practice according to the principles of recovery oriented and trauma informed service delivery. Peer Specialist/Per Diem will have primary responsibility for the engagement and support of crisis respite center guests. All Peer Specialist staff will become certified.

DUTIES AND RESPONSIBILITIES

Essential Functions of the Job

Directly provide and/or ensure the following:

1. Understand and apply peer support and/or IPS effectively.
2. Present as a role model for guests seeking recovery and support, including but not limited to, modeling effective coping techniques.
3. Understand the meaning and importance of cultural competency and is able to interact sensitively and effectively with people of other cultures.
4. Network effectively with mental health and other treatment and resource providers to build integrated support systems and establish a mutual relationship.
5. Project a positive image of the association and its programs to the community and guests. Work collaboratively with guests to formulate and achieve goals and objectives.

Additional Important Functions of the Job

1. Maintain appropriate relationships with guests.
2. Show willingness to learn and utilize various approaches to assist guest in achieving goals and objectives.
3. Meet regularly with supervisor and demonstrate active involvement in supervision as evidenced by constructive participation, initiative and observable progress.
4. Collaborate and communicate effectively with other staff between shifts.
5. Collaborate and communicate effectively with other staff on issues related to guests health and wellness care.
6. Work collaboratively with other members on shift when completing shift responsibilities.
7. Keep up to date on all documentation and signatures including enrollment, intakes, progress notes, wellness plans, etc.
8. Meet standards for documentation process/content.

9. Maintain good working relationships with other employees including maintaining appropriate, positive, and professional interpersonal relationships.
10. Is able to take initiative and work independently while being able to ask for assistance when needed from supervisor and/or other members of the team.
11. Able to deal with conflict and difficult interpersonal relations in the workplace.
12. Can manage several tasks simultaneously when needed.
13. Is able to respond adaptively and remain focused in a rapidly changing programmatic, electronic, and compliance environment.
14. Attend all meetings and other official functions as required.
15. Maintain compliance in completing mandated trainings as assigned
16. Meet attendance and punctuality expectations.
17. Complies with professional and ethical standards.

QUALIFICATIONS:

1. The Peer Specialist will have previously completed training as part of the Parachute NYC Project in an established Peer model of care, the Needs Adapted Treatment Model and/or Peer Health Navigation
2. **Must demonstrate an understanding of the “Peer Support” model.**
3. Have a minimum of a High School diploma or GED, an Associate’s degree in business or office administration or related field and Bachelor’s degree strongly preferred.
4. **Have at least 12 months** (not necessarily consecutive) full or part-time paid or volunteer work experience in a respite or mental health facility.
5. **Peer Certification is required and must have upon or within 3 months of hire.**
6. **Works well with a team.**
7. **Exhibits strong interpersonal and management skills.**
8. **Maintains professional but friendly demeanor.**
9. **Able to manage time effectively and efficiently**
10. Detail oriented with good writing and organizational abilities.
11. **Ability to network within the community and work with diverse populations.**
12. **Computer proficiency including, but not limited to Microsoft Word and Excel.**

TO APPLY

Job Location: Crisis Respite Center Bronx, Ny 10463

Job Title: Part Time and Per Diem Peer Specialist

Hiring Organization: Mosaic Mental Health

How to Apply: Send resume to Dawn Horath at dhorath@mosaicmh.org PH: 718-884-2992

Dawn Horath
Crisis Respite Center
Director



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