

Bridger II & III



Job Title:	Peer Bridger (Peer Advocate)	Travel Required:	Yes
Location:	777 Seaview Ave., Staten Island, NY	Position Type:	Part-time: 20 Hours per week minimum (flexible)
HR Contact:	Send resume to: amcintyre@balticstreet.org	Date Posted:	May 25, 2022

Job Description

Mission Statement:

Baltic Street AEH, Inc. is committed to providing peer recovery, person-centered, trauma informed, and compassionate services to those with mental health lived experience.

Vision:

Our vision is to drive a cultural transformation within the mental health community by advocating for the underserved, educating for change, and inspiring wellness. We approach our role with cultural humility and mindfulness of oppressive systems.

Our Core Values:

- We value a mentoring philosophy delivered from staff with peer lived experiences.
- We value the recovery journey of every individual with a mental health diagnosis.
- We value the personal and professional experiences of our staff and board members.
- We value community action to change societal views to break the stigma of mental health through advocacy within all systems.
- We value everyone's desire to have opportunities to obtain their visions of wellness.
- We value education and training to enhance an individual's opportunities for growth in one's personal journey to self-discovery.

The Peer Advocate performs a variety of duties both service oriented and clerical in nature. This position requires skill in planning, organizing, and coordinating the delivery of patient care by all staff personnel as well as the coordination of day-to-day office activities.

Intake/Assessment:

- Model and promote the principles of recovery/self-help
- Able to enact Wellness Recovery Action Plan (WRAP Plan) and/or psychiatric directives in times of crisis while providing services within the Eight Dimensions of Wellness
- Create a plan of service in person centric model

- Create an intake, progress notes and group and service plans
- Ability to navigate mental health entitlements, preferred
- Actively participate in ongoing training as needed to meet all certification standards and credentialing policies
- Conduct outreach activities to prospective demographic
- Various tasks assigned by the supervisor that are necessary to meet service contracts

Documentation/Administrative:

- Set-up and maintain case records for all clients on caseload – updating referral material as required, collecting relevant reports and evaluations, writing progress notes for all contacts
- Assist in the collection of relevant data for the program
- Provide linkage and referrals to appropriate programs in a timely fashion
- Filing correspondence and other miscellaneous items
- Attend staff meetings and present cases as necessary
- Present and participate in Supervision as scheduled time
- Actively engage and participate in weekly intake disposition meetings facilitating communication with all other members of the service team
- Attend all scheduled staff development activities as required for the position.
- Provide direct patient care on an as-needed basis. (see below)
- Submit accurate and timely reports as requested by the agency management (Ex. Monthly Log summary , and information for Department of Mental health and Hygiene and Office of Mental Health)

Participant Services

- Carry between 1 to 10 cases providing the services below as a part-time worker
- Participation/ Attendance in Transitional Living Residence Community Meeting (once per week)
- Consult with client's treatment team/ case manager (once per week)
- Advocate for participant civil rights and liberties/demonstrate competence in a culturally competent manner
- Empower participant to advocate for themselves and promote efficacy
- Facilitate activities (groups, etc.) that promote all services
- Required to work with clients in a residence/ travel training /(carfare available to staff)

Qualifications

- High School diploma required. Provisional Peer Specialist Certification Preferred
- Experience working with individuals that receive behavioral health services.
- Ability to work as an effective team member is essential.
- Proficient in Microsoft Word, Excel, and internet navigation
- Preferred knowledge of government entitlement programs and Support (IPS) supported employment model.
- Ability to learn our data filing software system (AWARDS/Foothold).
- **Preferred Skills:** Speak a second language or the ability to use translating application to assist clients with language barriers.

- **Additional Notes:** Other duties may be assigned as needed such as: coverage for other programs within the agency, may be asked to conduct community services by supervisor (such as: conduct additional activities in Resource Center in Building 3)

We are a State Mandated Agency Covid-19 Vaccinations Required

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit; reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to modification to accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.