



| Position Title | Department | Reports to |
|-------------------|---|----------------------------|
| Peer Bridger | B-H.O.P.E. Program (Baltic-Health Oriented Peer Empowerment) | Program Manager / Director |
| Employment Status | FLSA Status | Effective Date |
| Full-Time | Exempt | 07/27/2022 |

POSITION SUMMARY

Peer Bridgers are current or former recipients of mental health services. The ideal candidate will have some experience or training in Peer Advocacy, basic knowledge of Self-Help techniques, and the ability to be patient and supportive with participants. Knowledge of the Community Mental Health System is a plus. Basic office and computer skills are required, and the applicant must have the ability to complete the necessary documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Model and promote the principles of recovery/self-help.
- Develop supportive peer relationships that foster personal empowerment, positive change, choice, wellness, and recovery.
- Advocate for participants' civil rights and liberties.
- Teach community adjustment, assist with developing a Wellness Recovery Action Plan (WRAP), and provide other education and resources that support wellness, self-management, self-determination, and self-advocacy.
- Maintain confidentiality in all matters related to this position and an understanding of HIPAA.
- Provide mental health services within the 8-Dimensions of Wellness.
- Provides one-on-one and/or group support during hospitalization and continued short-term services after discharge.
- Provide community/service linkages, and referrals to wellness services.
- Facilitate activities (groups, etc.) that promote all services.
- Maintain an organized and formal office area to promote our services.
- Promote empowerment, self-advocacy, and self-esteem through a sharing of your real-world experiences
- Provide as much "hands on" assistance as possible, when asked for, or when it is clearly needed.
- Advocate for other needed services and assist participants to negotiate other service systems.
- Provide information about entitlements and accompanying participants to government offices when needed.
- Work collaboratively with other organizations and promote a positive interagency relationship.
- Document all services delivered to participants according to agency policies.
- Gain a command of the AWARDS (Foothold) database program within a reasonable length of time.
- Maintain administrative, program, and participant records in a complete and organized manner consistent with all applicable policies, rules, regulations, and procedures.
- Submit accurate and timely reports as requested by agency management.
- Participate in ongoing trainings designed to enhance growth and skill development.
- Perform office, program, and agency duties as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma, GED required; College preferred
- Must pass a Federal and New York State background check
- Proficient in Microsoft Office 365, Excel, Microsoft Word, PowerPoint, OneDrive, and Microsoft Calendar
- Excellent verbal communication and written skills
- Ability to be patient and supportive
- Ability to communicate over a multisystem phone line
- **Must be vaccinated for COVID-19**
- Driver's license a plus but not required

Annual Trainings:

- Certified with the Academy of Peer Services or completion of certification within 6 months of employment (www.academyofpeerservices.org)
- All staff must complete the following trainings on an annual basis (www.practiceinnovations.org)
 - Minimum of three modules from the Center for Practice Innovation's (CPI) Focus on Integrated Treatment (FIT) web-based training.
 1. One Wellness Self-Management module from CPI
 2. One crisis intervention planning training such as WRAP
 3. One tobacco Cessation Training offered by the NYC TCTTAC (email: Info@nyctcttac.org)
- Mandatory Annual trainings (Sexual Harassment, Cultural Competency, Mandated Reporter and Fire Safety)

Interested candidates should submit a resume with a cover letter to:

Mark Clarke, Program Director MClarke@Balticstreet.org, and Leta Mizzi, Administrative Assistant
LMizzi@Balticstreet.org

The company is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable.

Legal Disclaimer: This document is intended for informational purposes only and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.