



Position Title	Department	Reports to
Forensic Peer Specialist	MMC CTI Cabrini	Senior Peer
Employment Status	FLSA Status	Effective Date
Full-Time	Exempt	08/012022

#### POSITION SUMMARY

Forensic peer specialists are Certified Peer Specialists who utilize their own history of criminal justice system involvement and mental health recovery to deliver services related to behavioral health and criminal justice system involvement. In addition to supporting recovery, forensic peer specialists can help their clients to reduce recidivism and help with reentry into the community. The ideal candidate will have experience with the criminal justice system, experience or training in Peer Advocacy, 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

- Collaborate with care managers and supervisors in order to engage justice-involved individuals with community-based medical, behavioral health, and social care and the development of a social support system.
- Participating in the client enrollment process
- Identifying and/or establishing linkages for justice-involved individuals to resources/benefits and entitlements/housing
- 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.
- Provide community/service linkages, and referrals to wellness services.
- Promote empowerment, self-advocacy, and self-esteem through a sharing of your real-world experiences
- 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 and contract guidelines.

- 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
- Certified with the Academy of Peer Services or completion of certification within 6 months of employment ([www.academyofpeerservices.org](http://www.academyofpeerservices.org))
- **Must be vaccinated for COVID 19**
- Complete the following Trainings on an annual basis ([www.practiceinnovations.org](http://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](mailto:Info@nyctcttac.org))
- Mandatory Annual trainings (Sexual Harassment, Cultural Competency, Mandated Reporter and Fire Safety)

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The noise level in the work environment is usually moderate. The employee must be able to travel by mass transit possibly up to six rides a day (Bus, subway, Access-A-Ride, or any means of transportation). Able to climb and descend up to six flights of stairs or ensure wheelchair accessibility. Able to walk distances of up to 8 blocks from office to mass transit, or participant residence. (COVID changes may apply) The position requires both working on-site and off-site within the five boroughs.

#### 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 perform any other job-related duties requested by anyone authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably 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.

Send resume to [mstephenson@Balticstreet.org](mailto:mstephenson@Balticstreet.org)