



Bronx Peer Advocacy Center

Job Title:	Peer Advocate	Travel Required:	Yes
Location:	369 East 148 th Street, Lower Level, Bronx New York 10455	Position Type:	Full time: 40 hrs. per week
HR Contact:	mstephenson@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

Minimum Qualification:

Good oral and written communication skills, Prior Peer experience or Peer education training ***, High School Diploma or GED (General Equivalency Diploma) required, Knowledge of internet, Microsoft word and excel programs ***. Knowledge of entitlements (SNAP Benefits, SSDI/SSI, Medicare/Medicaid, HRA, APS (Academy of Peer Services) (Academy of Peer Services) certification or submission of application for certification within 6 months of hire ***.

Essential Functions:

- Model and promote the principles of recovery/self-help
- Manage a caseload within program standards (FT 1:20 PT 1:10)
- Input information for 2010E application into PACT system and referral sources
- Ability to navigate program systems. (AWARDS)
- Create person centered plan of service.
- Assist clients with entitlement and provide linkage, and/or referrals to such services (SNAP), Medicare, Medicaid, SSI, SSD, reduced fare MetroCard and HRA etc.
- Empower participants to advocate for themselves and promote efficiency.

- Advocate for other needed services and assist participants to negotiate service systems
- Develop strong relationship with clients' treatment team.
- Conduct wellness activities.
- Conduct and or co-facilitate weekly or scheduled housing groups with accurate information.
- Able to problem solve office and client issues independently/collectively.
- Conduct Chart reviews as directed by program manager.
- Submit all program and participant documentation in a timely manner
- Knowledgeable in SAMSHA 8 dimensions of wellness.
- Able to enact WRAP (Wellness Recovery Action Plan) Plan and/or psychiatric directives in time of crisis.
- Demonstrate aptitude in a cultural competency diverse environment
- Exhibit encouraging dialogue when communicating with clients.
- Maintain all charts within audit standards
- Attend staff meetings and present cases, as necessary.
- Actively participate in ongoing training as needed to meet all certification standards and credentialing policies
- Required to work in the field if necessary.
- Comply with all program regulations

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 accommodations 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.