



Staten Island Peer Advocacy Center

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| Job Title: | Peer Advocate | | |
| Location: | 2071 Clove Rd. Suite 204 Staten Island, NY 10304 | 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.

The Peer Advocate performs a variety of duties both service-oriented and clerical. This position requires skill in planning, organizing, and coordinating the delivery of participant 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 centered model
- Complete intake, progress notes, service plans, conduct groups
- Ability to navigate entitlement systems, preferred
- Actively participate in ongoing training as needed to meet all certification standards and credentialing
- Conduct outreach activities to prospective demographic group
- Various tasks assigned by the supervisor as necessary to meet service contracts

Documentation/Administrative:

- Set-up and maintain case records for all consented – 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
- 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.
- Provide participant care on an as-needed basis. (See below)

Employment:

- Develop an employment plan and contract for services provided to each participant
- Work individually with participants in helping them prepare and assist in implementing their job search strategy.
- Provide ongoing support and assistance to participants in the process of obtaining employment (including outside referral, job development, entitlements counseling and advocacy).

Post-Employment Services:

- Develop a follow-along (employment support) plan with participants who obtain employment to assist in successfully maintaining and progressing in their employment.
- Provide follow-along services as contracted via job coaching, employment counseling, employment support groups, career counseling or advocacy with employers.

Housing Services:

- Carry a caseload of 20+ as a full-time worker
- Develop a service plan and a contract for services to be provided with each participant served
- Network with local and regional hospitals, service providers, and other non-profits who provide mental health services to develop relationships with potential supportive housing providers to assist participants in attaining housing

- Work individually with clients in helping them prepare for and in assisting them in implementing their housing search strategy
- Advocate for participant civil rights and liberties/demonstrate competence in a culturally competent manner
- Empower participants to advocate for themselves and promote efficacy
- Conduct a housing job to assist participants with the documentation needed to file a New York City housing application (HRA 2010E)

Qualifications

- High School diploma required. Provisional Peer Specialist Certification Preferred
- Experience working with individuals that receive behavioral health services.
- The ability to work as an effective team member is essential.
- Proficient in Microsoft Word, Excel, and internet navigation
- Must have strong writing, grammar, and communication skills.
- Preferred knowledge of government entitlement programs and Support (IPS) supported employment model.
- Ability to learn agency data filing software system (AWARDS/Foothold).

Core Competencies:

- Strong attention to detail and excellent organizational skills required.
- Must have the ability to multi-task in a fast paced and deadline driven environment.
- Must be able to always maintain professionalism and a positive service attitude.
- Must be able to work Monday to Friday 9 a.m. to 5 p.m.

We are a State Mandated Agency-Covid 19 Vaccination 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 use effective and clear communicate and active listening skills. The employee must have strong fine motor skills to complete repetitive tasks. The employee must be able to travel via all modes of transportation. The employee must occasionally lift and/or move up to 15 pounds.

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 any authorized person to give instructions or assignments. All duties and responsibilities are essential functions and requirements 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.