

**Options for Independent Living, Inc.  
Job Description**

<b>Job Title:</b>	Certified Peer Specialist	<b>Reports To:</b>	Advocacy Coordinator
<b>Date:</b>	10/28/2019	<b>Application Due:</b>	11/14/2019

**General Job Summary**

The Certified Peer Specialist engages and encourages mental health peers in recovery. The goal is to promote wellness, self-direction, and enhance the skill and ability of peers to meet their chosen goals.

**Duties and Responsibilities**

1.	Assist peers to understand the purpose of peer support and recovery models. Provide hope and help in changing patterns and behaviors.
2.	Assist peers in researching and locating resources that are beneficial to individual needs and desires.
3.	Assist peers to internalize a positive self-image and corresponding courage to demonstrate the talents and abilities that are uniquely their own.
4.	Understand and be able to explain the rights of the peers.
5.	Understand the CPS' role and fully participate as an integral part of the professional recovery team.
6.	Accurately, respectfully, punctually complete all required documentation.
7.	Practice all agency privacy and confidentiality directives, including state and federal law, except where legal obligations to report harm or abuse exist.
8.	Coordinate and schedule appointments and meetings with consumers, as needed.

**Formal Supervision Exercised Over  
(Includes Functional):**

None

**Functional Supervision Exercised Over:**

None

## **Required Minimum Qualifications**

### **Education**

- High School Diploma

### **Experience and Credentials**

- Peer Specialist Certification (State of WI)
- Identify as a person living with mental illness and/or a substance use disorder and is engaged in their personal recovery.

### **Knowledge, Skills, and Abilities**

- Ability to interact professionally with coworkers, consumers, mental health and substance use professionals and other service providers.
- Ability to talk politely and resolve customer service issues.
- Ability to prioritize tasks and inform supervisor of issues that arise relating to overall welfare of consumers.
- Ability to communicate verbally and in writing.
- Skilled in basic math computations such as addition, subtraction, multiplication, and division.
- Knowledge of general community resources related to housing, healthcare, employment, and peer-delivered services.
- Knowledge of and adherence to the CPS Code of Ethics.
- Knowledge of mental illness and substance use disorders.
- Knowledge of various models of recovery used in the mental health and substance use fields.
- Knowledge of computer programs (Microsoft Office, Google Apps) and ability to learn upgrades and new programs as needed (TCM, Citrix).
- Ability to exercise good judgement and decisions.
- Ability to learn TARP format for notetaking and case note documentation.
- Ability to provide culturally-sensitive and age-appropriate services.
- Knowledge of trauma-informed care.

### **Other Requirements**

- Access to reliable transportation and/or ability to arrange for transportation

Options for Independent Living, Inc. may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

### **Equipment Used**

Computer, phone, calculator, printer/copier, and other general office equipment.

### **Working Conditions**

Regular work hours are typically M – F, 8:00 am – 4:30 pm. Occasional evening hours may be required. Travel is a regular requirement for this position and the successful candidate will need to be able to transport him/herself or arrange for their own transportation. If using their own vehicle, Options' employees are reimbursed at the current acceptable IRS rate. Work environment will include an office setting, peers' homes, apartments, and community establishments (restaurants, cafes, etc.). Position is part-time; approximately 8-10 hours per week.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job so long as the accommodations do not impose an undue hardship.

This is an active position that will require times of being sedentary and ambulatory. Lifting, carrying, pushing, and pulling no more than 10 lbs.

### **Note**

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job applicant will be required to submit a writing sample if selected for an interview.

### **APPLICATION INSTRUCTIONS**

If interested in applying for position as *Certified Peer Specialist*, please send Cover Letter, Resume, and proof of Peer Specialist certification to [stephanieb@optionsil.org](mailto:stephanieb@optionsil.org) by Midnight November 18<sup>th</sup>, 2019. If you have any questions, please call Stephanie Birmingham, Advocacy Coordinator at (920) 495-9688.