



1527 W. National Ave, Milwaukee, WI 53204  
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## **JOB ANNOUNCEMENT**

**Position:** Certified Peer Specialist (CPS) – Needed Bilingual DSS

**Position Type:** Part-time, for Outside Contracts - Flexible Hours

**Location:** Milwaukee County

**Deadline to Apply:** Until position is filled

**Reports to:** Coordinator or Direct Service Manager

### **Job Summary:**

Our Space is seeking a Discovery Support Specialist (DSS). The DSS is responsible for engaging peers in meeting individuals where they are at, helping them discover their potential, providing a sense of community belonging, providing support and empowering them to obtain their goals. The goal is to promote wellness and self-direction while enhancing the skills and ability of peers to meet their chosen goals in a non-judgmental manner through one-on-one or small group situation. This position's focus is on providing support based on shared experiences to empower the individual using a person centered trauma informer-care approach, working with peers in the community.

Peer support services are delivered by individuals who have common life experiences with the people they are serving. People with mental and/or substance use disorders have a unique capacity to help each other based on a shared affiliation and a deep understanding of this experience. In self-help and mutual support, people offer this support, strength, and hope to their peers, which allows for personal growth, wellness promotion, and recovery.

Peer Support: advocate, connect resources, engage in experimental sharing, provide one-on-one support, assist in community building, relationship building, skill building, mentoring and goal setting, including socialization/self-esteem building, develop awareness of triggers, assist with individual with developing daily living activities to create an over-all peaceful guideline to assist in managing life challenges, and provides hope.

Peers also provide assistance that promotes a sense of belonging within the community. The ability to contribute to and enjoy one's community is key to recovery and well-being. Another critical component that peers provide is the development of self-efficacy through role modeling and assisting peers with ongoing recovery through mastery of experiences and finding meaning, purpose, and social connections in their lives.

### **Duties and Responsibilities:**

1. Provide support for persons with mental illness, trauma and substance abuse by establishing rapport with peers; providing information as to the purpose of Peer Support upon request, and intentionally sharing life experiences to assist persons with changing patterns and behaviors in a culturally competent and sensitive manner
2. Respect the individual's refusal of peer support while providing opportunity for support in the future.
3. Set boundaries of mutually acceptable communication and behavior and apply active listening skills.
4. Model effective coping techniques and self-help strategies based on the specialist's own recovery experience
5. Support them in advocating for themselves
6. Help persons explore new ideas that may be beneficial to their recovery and assist in maintaining stability.
7. Provide information regarding resources that are beneficial to their recovery.
8. Understand and use the established supervisory hierarchy to communicate needs, questions, concerns, etc.
9. Maintain the utmost confidentiality concerning verbal and written information obtained from peers while demonstrating knowledge of information that should not be kept in confidence, i.e., threats to harm self or others.
10. Consistently attend Peer Specialist meetings as scheduled by Our Space, Inc.
11. Documentation as instructed, and maintain confidentiality with documented information in compliance with HIPAA regulations.
12. Follow all policies and procedures regarding Critical Incidents and all other organizational policies
13. Work with individual's team members such as their case manager and or other providers.
14. Complete and submit required documentation by due date.
15. Establish and maintain good communication, collaboration, and cooperation with all stakeholders
16. If position requires - Work with clients in the community  
Collaborate with the client's team
17. Keep Certification up to date by accumulating the needed CEUs (20 hours every two years)
18. Perform other duties as assigned

### **Qualifications:**

- High school graduate - Associates or Bachelors preferred
- Wisconsin State Peer Specialist Certification
- Lived experience; personal experience with recovery and knowledge of recovery principles
- Excellent written and verbal communication principles
- Basic computer skills are a must
- Ethical and reliable
- Valid Driver's License and Current Auto Insurance

Our Space Inc. is an equal opportunity/affirmative action employer committed to having a diverse work force. Members of minority groups and persons with disabilities are strongly encouraged to apply. **Email inquiry [mwisniewski@ourspaceinc.org](mailto:mwisniewski@ourspaceinc.org) or [nhitchcock@ourspaceinc.org](mailto:nhitchcock@ourspaceinc.org) or stop in Our Space, located at 1527 W. National Ave. Milwaukee, WI 53204.** You may also download our application at [ourspaceinc.org](http://ourspaceinc.org).