



1527 W. National Ave, Milwaukee, WI 53204  
Phone (414)-383-8921 Fax (414)383-9016

## **JOB ANNOUNCEMENT**

**Position:** Peer Support Specialist – Bilingual encouraged to apply

**Position Type:** Full-time and Part-time positions available

**Location:** Milwaukee County

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

**Reports to:** Program Manager and Lead Peer Specialist

Our Space is a community that cares and grows together. Since 1988, we have offered a variety of programs and services for individuals with mental health and/or substance abuse challenges. Currently, we are actively hiring to fill positions at the Parachute House Peer-Run Respite (PRR). The PRR is a short-term residential facility for individuals experiencing emotional distress or a low-level mental health crisis. The 5-bedroom peer run respite provides a home-like environment and is run by and for individuals who identify with lived experience with mental-health and/or substance-use challenges. The program provides 24/7 peer support, linkages to community resources, and improved outcomes and quality of life for callers and guests.

### **Job Summary:**

Our Space is seeking individuals with lived experience to join our peer-run respite team at the Parachute House located in Milwaukee, Wisconsin. Individuals are responsible for engaging peers that are in a low-level crisis by meeting individuals where they are at, helping them discover their potential, provide a sense of community and belonging, provide support and empower them by providing hope. 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 informed-care approach.

### **Responsibilities:**

- Supporting peers with crisis prevention and diversion to divert hospitalization.
- Provide support for persons with mental illness, trauma, and substance abuse by establishing rapport with peers.
- Intentionally share life experiences to assist peer.
- Model effective coping techniques and self-help strategies based on the specialist's own recovery experience
- Support them in advocating for themselves.
- Screening potential guests and overseeing guest registration and checkout.
- Supporting guests in working toward their wellness path and goals/wants/needs during their stay.
- Follow and maintain the values, policies, and procedures.
- Provide Peer support and advocacy to caller through our warmline.

- Recognize and respect the lived experience of all guests and callers.
- Help persons explore new ideas that may be beneficial to their recovery.
- Provide information regarding resources that are beneficial to their recovery.
- Provide community linkage and support.
- Understand and use the established supervisory hierarchy to communicate needs, questions, concerns, etc.
- Maintain the utmost confidentiality concerning verbal and written information.
- Maintaining accurate records of activities, including outcomes data.
- Consistency attend Peer Specialist meetings and training as scheduled by Our Space, Inc.
- Document and maintain confidentiality with documentation in compliance with HIPAA regulations.
- Establish and maintain good communication, collaboration, and cooperation with community stakeholders.
- Turnover guest rooms, clean, and maintain home, maintain a safe, sanitary, and healthy environment.
- Other duties as assigned.

#### **Qualifications:**

- High school graduate - Associates or bachelor's preferred in Human Services, Psychology, Social Work, Sociology, or related field
- Peer Support Certification not required
- 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

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).