



Jewish Family Services, Inc.

We are a nonprofit organization provides supportive services focused on strengthening families, children and individuals throughout the life cycle within the context of their unique needs. We offer a wide range of mental health and counseling services, social services, case management programs and safe and affordable housing to nearly 2,500 individuals annually. Jewish Family Services serves adults, children, seniors, individuals with disabilities, chronic mental health problems and substance use disorders and families with low household incomes.

Job Title:	Certified Peer Specialist (CPS)	Date:	08/06/2021
Working Title:	Comprehensive Community Services Care Coordinator		

Job Description:

The Certified Peer Specialist (CPS) provides support in the creation of treatment experiences that meets and exceeds expectations in a manner that communicates and installs hope for a client’s future, safety, trust and opportunity. The CPS supports and encourages our mental health service clients as a peer in their recovery while providing them with a sense of belonging, supportive relationships and community integration with the goal of promoting wellness, independent living, self-direction and the enhancement of skills and abilities throughout each client experience in meeting their chosen goals and desired outcome of treatment.

Duties and Responsibilities

- Identify with clients as a person in mental health recovery in a manner that is supportive and encouraging;
- Establish supportive, therapeutic rapport with clients;
- Communicate and provide information as to the purpose of peer support and recovery models;
- Intentionally share their recovery story, as appropriate, to assist clients and provide hope, safety, trust and opportunity in promoting adaptive life skill and behaviors;
- Assist and support persons in crisis to explore options that may be beneficial to their recovery and to maintaining stability;
- Surround clients in recovery, wellness, and hope;
- Focus positively with clients on emotional growth, strengths, and life (recovery) goals;
- Assist care managers in providing specialized assistance and support to clients as assigned (assisting consumers with activities, appointments, and identifying appropriate community resources, etc.);
- With regards to demonstrating confidentiality, the Certified Peer Specialist will:
 - Be familiar with and follow all Wisconsin laws and regulations, as well as all JFS policies and procedures relating to confidentiality;
 - Maintain the utmost confidence at all times concerning all verbal and written information whether obtained from clients or otherwise;
 - Be knowledgeable of information that should not be kept in confidence; threats to harm self or others, and know how to handle these situations

General

- Must have a valid driver’s license, access to reliable vehicle, and automobile insurance coverage throughout employment.
- Knowledge, understanding, and/or willingness to learn Jewish culture and traditions and those of the Agency population as necessary.
- Accept other duties and responsibilities as assigned.
- Candidates must successfully pass a criminal background check with the Wisconsin Department of Justice and a caregiver background check with the Wisconsin Department of Health Services, the Department of Children and Families and the Department Safety and Professional Services.
- Candidates must pass a Dru Sjodin National Sex Offender and Wisconsin Sex Offender Registry screening.



Job Location:	Milwaukee, WI	Company Industry:	Non-Profit
Job Role:	Peer Specialist	Joining Date:	
Employment Status:	Full Time (1.0 FTE/40 Hours)	Employment Type:	Salary
Yearly Salary Range:	\$35,000 – 39,000	Manages Others:	No
Number of Vacancies:		Other:	
Skills:			
<p>Qualifications/Requirements:</p> <ul style="list-style-type: none"> • A high school diploma or GED equivalent required; • CPS Training in mental health supports and passing of Wisconsin certification exam required, or ability to be certified within one-year of date of hire; • A minimum of one (1) year experience working with adults providing peer support or related services is preferred; • Possess mental health resources, an understanding of group facilitation/co-facilitation and wellness recovery action plan development preferred; • Must have excellent interpersonal, organizational, critical thinking, problem solving, creative and independent thinking skills; • Must be able to work independently with minimal supervision; • Excellent verbal and written communication skills are required; • Excellent customer services skills are required; • Must be able to handle multiple tasks simultaneously and prioritize based on severity of need; • Proficient in computer use, Microsoft Office applications. 			
Career Level:	Entry-Level	Years of Experience:	1+ years of experience working in a peer support role
Job Location:	Milwaukee, Wisconsin	Education:	CPS Training in Mental Health Supports and successfully passed Wisconsin certification
Degree:	High School Diploma or GED equivalent	Other:	
Please Send Application to:			
Name:	HR Manager	Email:	info@jfsmilw.org
Address:	1300 N. Jackson St	City:	Milwaukee
State:	Wisconsin	Zip/Postal Code:	53202
Phone:	414-390-5800	Fax:	414-390-5808
External URL:	https://www.jfsmilw.org/careers/employee-impact/job-opportunities/		
Internal URL:	https://www.jfsmilw.org/careers/employee-impact/job-opportunities/		



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