

**Access to Independence, Inc.**  
**Job Description: Peer Specialist Workforce Development Specialist**

**JOB TITLE**

**Peer Specialist Workforce Development Specialist**

**JOB SUMMARY**

The Peer Specialist Workforce Development Specialist supports the growth and sustainability of the Certified Peer Specialist (CPS) and Certified Parent Peer Specialist (CPPS) workforce as part of the [Wisconsin Peer Specialist Employment Initiative \(WIPSEI\)](#). The Peer Specialist Workforce Development Specialist assists in the coordination of WIPSEI technical assistance (TA) offerings to current and potential employers of CPS/CPPS, supports training and professional development coordination efforts, and plays an active role in collaborations related to the WIPSEI's various workforce development projects, including CPS/CPPS training curriculum revisions, equity initiatives, and the development of peer specialist "specializations." The Peer Specialist Workforce Development Specialist is employed by [Access to Independence](#), an Independent Living Center based in Madison, WI which holds the statewide contract for the WIPSEI. This person selected for this role will work with other WIPSEI staff at Access to Independence, including the Peer Specialist Program Coordinator and the Peer Specialist Community Engagement Specialist.

The ideal candidate will meet all required qualifications as well as some preferred qualifications. The person selected for this role will be expected to embody peer support values and principles (e.g., self-determination, empowerment, curiosity, mutuality, trauma-informed approaches, informed consent, cultural humility) as they support the development of the CPS/CPPS workforce.

**Starting Rate:** \$22.05

**Benefits:** Health, dental, vision, 401k, life insurance, short and long-term disability, flexible spending, flexible scheduling, paid vacation/sick time, employer-supported continuing education/professional development opportunities

**Term:** *This is a full-time employment opportunity.*

**REQUIRED QUALIFICATIONS**

- Minimum of a High School Diploma or GED
- Current or prior [Certified Peer Specialist](#) (CPS) and/or [Certified Parent Peer Specialist](#) (CPPS) in the State of Wisconsin (if not currently certified, must attain certification within a year of hire)
- High level of self-organization, time management, and workplace communication skills
- Demonstrated ability to take initiative and to work with minimal supervision, aligning individual work with a larger program vision
- Excellent interpersonal skills with a demonstrated ability to collaborate with others across cultures and diverse lived experiences
- Experience in group or training facilitation and/or community organizing
- Knowledge of common barriers to employment and/or program development relating to those in peer support and parent peer support roles, including opportunities for improving access
- Written communications skills at a professional level
- Reliable means of transportation to office located on the east side of Madison (near Woodman's East) or ability to work remotely with reliable internet service (office technology and equipment will be provided)
- Strong knowledge of common office-related software (e.g., Microsoft Office, Google Workspace, Slack, Zoom meetings, Adobe Acrobat DC, Survey Monkey)
- Ability to maintain highly sensitive and confidential information
- High attention to detail and accuracy when proofreading and/or revising documents
- Basic office/clerical skills required: typing, filing, faxing, and answering the phones

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- Ability to operate office equipment including, but not limited to: computers, copy machines, voice mail, fax machine, and telephone system with or without reasonable accommodation
- Demonstrated commitment to program values of diversity, equity, accessibility, and inclusion

**PREFERED QUALIFICATIONS**

- Experience in CPS/CPSPS team coordination or supervisory roles
- Specialized knowledge or experience relating to one or more of the following:
  - Coordination and billing considerations in Medicaid-funded peer support programs
  - Coordination and development considerations of peer-run respites or peer recovery centers
  - Peer support and/or parent peer support entrepreneurial or LLC considerations
  - Grant writing and/or fee-for-service considerations for peer support program development
  - Community specific and culturally relevant peer support program development
- Experience working as part of a remote team
- First-hand knowledge and experience in one or more of the following movements/frameworks:
  - Disability justice
  - Restorative justice
  - Transformative justice
- Additional training in one or more of the following:
  - Alternatives to Suicide
  - Emotional CPR
  - Hearing Voices Network
  - Healing Ethno and Racial Trauma (HEART)
  - Intentional Peer Support
  - Participatory Decision-Making
- Bilingual, especially in:
  - Spanish/English
  - Hmong/English
  - American Sign Language (ASL)/English

**ESSENTIAL FUNCTIONS OF THE JOB**

- Build and maintain collaborative relationships with partners, consultants, and employers of CPS/CPSPS, including but not limited to WI Department of Health Services, CCS consortiums, counties and tribal nations, peer-run programs, CPS/CPSPS workforce, and CPS/CPSPS trainers.
- Assist in collecting and analyzing CPS/CPSPS workforce-related data, and work with lead program staff to implement data and equity-driven quality improvement measures
- Respond to inquiries regarding the roles of CPS/CPSPS in Wisconsin, including best practices for peer support program implementation
- Act as the point of contact for WIPSEI technical assistance requests and Access to Independence-supported privately-funded trainings in regards to:
  - a. Maintaining data including, but not limited to, TA requests, TA consultant specializations, attendance lists, evaluation surveys, etc.
  - b. Assisting in the scheduling and identification of Communities of Practice topics and facilitators
  - c. Organizing and reserving accommodations for TA offerings and consultants
  - d. Arranging for all necessary materials needed for TA offerings and Communities of Practice
- Assist lead program staff with maintaining, storing, and updating confidential files and promptly updating other detailed records using the software provided
- Ensure programmatic accessibility and work with lead program staff around improvements relating to inclusion and equity

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- Identify resources with other WIPSEI staff pertaining to CPS and CPPS continuing education opportunities for recertification purposes and dissemination through the WIPSEI email contact list and social media
- Assist in WIPSEI workforce development projects, including but not limited to curriculum revisions, development of peer specialist “specializations,” equity initiatives, and annual updating of employer guidance documents
- All other duties as assigned

**SUPERVISION**

The Peer Specialist Workforce Development Specialist is supervised by the Peer Specialist Program Coordinator.

**HOW TO APPLY**

**Apply via Indeed ([click here](#)) with uploaded or included resume. Resume should demonstrate that the applicant meets required qualifications.**

If you require reasonable accommodations for an alternative method of applying, please contact Brittyn Calyx, Peer Specialist Program Coordinator at [brittync@accesstoind.org](mailto:brittync@accesstoind.org) or (608) 416-3033.

**Applications must be received by Wednesday, November 24th, 2021 at 11:59pm CST.** Interviews may be held in November and/or December of 2021. **The expected starting date for the Peer Specialist Workforce Development Specialist is Monday, January 3<sup>rd</sup>, 2022.**

Access to Independence, Inc. is an Equal Opportunity Employer.