

Options for Independent Living, Inc.
Job Posting

Job Title:	Certified Peer Specialist	Reports To:	Assistant Director
Date:	2/22/2022	FLSA Status:	Exempt
Job Grade:	Non-Exempt Part-Time 4-8 hours/week	Pay Range:	\$14-16 per hour

General Job Summary

The Certified Peer Specialist (CPS) engages and encourages mental health and/or substance use peers in recovery. The goal is to promote wellness, self-direction, and enhance the skill and ability of peers to meet their chosen goal(s).

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.

Supervisory Responsibilities: None

Required Minimum Qualifications

Education

- High School Diploma

Experience and Credentials

- Peer Specialist Certification (State of WI)
- Identify as a person living with mental health concerns and/or a substance use concerns and is engaged in 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 learn how and then properly document notes in TARP format, as needed.
- Ability to exercise good judgement and decisions.
- Ability to provide culturally-sensitive and age-appropriate services.
- Knowledge of trauma-informed care.

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, cell 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. Work environment will include an office setting, peers' homes, apartments, and community establishments (restaurants, cafes, etc.).

Physical Requirements

Employee must be able to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reasonable accommodations may be provided to perform the essential duties as described.

To apply, please send Cover Letter and Resume to Stephanie Birmingham at stephanieb@optionsil.org by Friday, March 11th.