



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

## **JOB ANNOUNCEMENT**

**Position:** Certified Peer Specialist (CPS) – Bilingual (Spanish, Hmong) and or sign language encouraged to apply.

**Position Type:** Full-time, M-F, 0830-1630 hours, benefits after 90-days (United Healthcare, Colonial Dental, Vision, 403b, sick time, 3 weeks' vacation, other benefits offered

**Pay:** \$18-\$20 hour **Plus a 1x sign-on bonus after 90-day probationary of \$250**

**Location:** Milwaukee County

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

**Reports to:** Direct Service Manager and or Executive Director

### **Job Summary:**

Our Space is seeking a Certified Peer Specialists (CPS) to provide services to the *Comprehensive Community Services* program. The peer 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 focuses on providing support based on shared experiences to empower individuals with mental health and or substance abuse using a person-centered trauma informer-care approach. Peers are to provide support, strength, and hope.

### **Primary responsibilities:**

1. Provide peer support for persons with mental illness, trauma, and substance abuse.
2. Provide one-on-one support and or group facilitated support.
3. Establish a rapport with peers; intentionally sharing life experiences to assist persons with changing patterns and behaviors in a culturally competent and sensitive manner
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.
7. Provide information regarding resources that are beneficial to their recovery.
8. Understand and use the established supervisory hierarchy to communicate needs, questions, and concerns.
9. Maintain the utmost confidentiality concerning verbal and written information obtained from peers
10. Consistency attend Peer Specialist meetings as scheduled by Our Space, Inc. and attend all required trainings.
11. Documentation as instructed and maintain confidentiality with documented information in compliance with HIPAA regulations.



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12. Follow all policies and procedures regarding Critical Incidents and all other organizational policies.
13. Work collaboratively with individual's team members
14. Complete and submit required documentation by due date.
15. Keep Certification up to date by accumulating the needed CEUs (20 hours every two years)
16. Perform other duties as assigned

**Qualifications:**

- Bachelor's preferred in Psychology, Human Services, or related field
- 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 ability to provide current car 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 and resume/CV [mwisniewski@ourspaceinc.org](mailto:mwisniewski@ourspaceinc.org) or [nhitchcock@ourspaceinc.org](mailto:nhitchcock@ourspaceinc.org) or mail to Our Space, Inc. located at 1527 W. National Ave. Milwaukee, WI 53204. You may also download our application at [ourspaceinc.org](http://ourspaceinc.org).**