



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

## **JOB ANNOUNCEMENT**

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

**Position Type:** Full-time, Sunday-Thursday, 1530-2330 hours, benefits after 90-days (United Healthcare, Colonial Dental, Vision, 403b, sick time, 3 weeks' vacation, other benefits offered)

**Pay:** \$17/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:** Program Manager and Lead Peer Specialist

### **Job Summary:**

Our Space is seeking a Peer Specialist and or Certified Peer Specialists (CPS) to provide services to our Peer-Run Respite the Parachute House. The peer is responsible for engaging peers in meeting individuals where they are at, helping them discover their potential, providing a safe and accepting home-like environment, provide 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 focus is on providing support based on shared experiences to empower individuals with mental health and or substance abuse using a person-centered trauma informed-care approach. Peers are to provide support, strength, and hope.

### **Primary responsibilities:**

1. Provide peer support to guest with mental illness, trauma, and substance abuse
2. Complete pre-stay conversation with potential guest.
3. Provide and complete all Welcome paperwork with guest to include Guest Rights, policies, and procedures.
4. Ensure a safe and homelike environment.
5. Establish a rapport with peers; intentionally sharing life in a culturally competent and sensitive Manner.
6. Model effective coping techniques and self-help strategies based on the specialist's own recovery experience
7. Support them in advocating for themselves
8. Help persons explore new ideas that may be beneficial to their recovery and assist in maintaining stability.
9. Provide information regarding resources that are beneficial to their recovery.
10. Understand and use the established supervisory hierarchy to communicate needs,

questions, concerns, etc.

11. Maintain the utmost confidentiality concerning verbal and written information obtained from peers.
12. Complete Exit Surveys and complete 30-day Wellness follow-up calls.
13. Complete all daily and weekly cleaning task
14. Provide support through warm line calls and complete all documentation.
15. Attend all required team meetings
16. Attend all required trainings.
17. Documentation as instructed, and maintain confidentiality with documented information in compliance with HIPAA regulations.
18. Follow all policies and procedures regarding Critical Incidents and all other organizational policies
19. Perform other duties as assigned

**Qualifications:**

- Must be 18 years and older
- High School graduate or GED
- Must be able to work near a school and or nursing facility
- Must have lived experience or be Wisconsin State Peer Specialist Certification
- Lived experience, personal experience with recovery and knowledge of recovery principles
- Excellent written and verbal communication principles
- Must align with Our Space's vision, mission, values, and goals.
- Ethical and reliable
- Basic computer skills are a must
- 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 [mwisniewski@ourspaceinc.org](mailto:mwisniewski@ourspaceinc.org) or [nhitchcock@ourspaceinc.org](mailto:nhitchcock@ourspaceinc.org) or mail to Our Space, located at 1527 W. National Ave. Milwaukee, WI 53204.** You may also download our application at [ourspaceinc.org](http://ourspaceinc.org).