

Certified Peer Specialist are persons who not only have lived the experience of mental illness or substance use disorder but have had formal training in the peer specialist model of mental health and/or substance use recovery supports for adults. A peer support specialist is a person who has lived experience with mental illness or substance use disorders and has experience working with individuals challenged by mental illness or substance use disorders. They use their unique set of recovery experiences in combination with skills and training to support peers who have mental health or substance use disorders. Peer Specialists at The Gathering Place will help support individuals at The Gathering Place Recovery Center and provide these services within the community.

ESSENTIAL JOB RESPONSIBILITIES:

Behavior should be professional and consistent with The Gathering Place's culture, mission, values, philosophy, policies, and procedures. Expectations may include, but are not limited to:

- Treat individuals and others with dignity and respect, and to provide individuals opportunities to build relationships with family and friends. Act as an advocate for the individuals served and reports any potential rights violations immediately to supervisor
- Always show respect to the individuals served by being positive in interactions and treating individuals in an age-appropriate manner
- Engage in honest and respectful communication, cooperative work effort, contribute to a harmonious working environment, and maintain positive relationships with co-workers, management, individuals, outside agencies, and others with whom employees may come in contact
- Does not engage in activities other than official business during work hours and completes shift duties/guidelines and tasks
- Complying with company policies and procedures, including, but not limited to Introductory Training Period, Attendance, Workplace Safety, Abuse/Neglect/ Exploitation, Employee Appearance and Hygiene, Equal Employment Opportunity, and Harassment
- Attend and participate in required training and meetings

Assist individuals in maintaining a safe and healthy lifestyle, and monitor for changes in their general health, appearance, behavior, and patterns of activities. Responsibilities may include, but are not limited to:

- Facilitation of individual and group recovery efforts.
- Maintain confidentiality concerning all verbal and written information.
- Assist and support individuals in their recovery.
- Provide information regarding the purpose of peer support and recovery models.
- Provide Core Services: Information and Referral, Advocacy, Skills Training, and Peer Support.
- Accurately, respectfully, and punctually complete any required documentation per program requirements, health, and safety protocols, and documenting appropriately per The Gathering Place, state, and federal requirements.
- Assist with other duties as requested by the Executive Director.

MINIMUM QUALIFICATIONS:

Maintain and expand skills and knowledge relevant to providing high quality support and services to individuals. Successfully complete required orientation and on-going training requirements within The Gathering Place, Brown County and state required time frames and meeting region required competency levels. Training that needs to be completed may include, but is not limited to:

- New Hire Orientation
- Attending all weekly staff meetings
- Attend ongoing required or mandated training and timely re-certifications
- Additional training per year as required or as scheduled

Education and Experience:

- A Peer Specialist Certification will have completed the Peer Specialist Certification training by an accredited training program and have passed the state exam.
- Peer Specialist will have lived experience with mental health/substance use disorders and/or experience having served this population professionally or through volunteer work.
- Identify as a person in mental health or substance use disorder recovery and intentionally share personal recovery story when appropriate to assist consumers providing hope and help in a variety of paths to recovery.
- Working knowledge of community resources preferred.
- Experience in the delivery of presentations and training to groups preferred.
- Shared belief in The Gathering Place mission: *Peers assisting peers living with mental health conditions, who may also have substance use challenges, by instilling hope to reach their goals for recovery in a stigma-free and safe setting*

Additional Requirements:

- Required to pass the WI Background Information Disclosure and other background checks, upon hire
- Must be 18 years or older
- If responsible for driving while on work time, must be at least 18 years of age, have a valid driver's license, proof of insurance and insurable driving record in compliance with The Gathering Place requirements
- Prompt and regular attendance required
- Must have good interpersonal skills and consistently demonstrate effective decision-making abilities
- May be required to remain on duty at a location until another staff arrives to assume responsibility

Knowledge Skills and Abilities:

- Fluency in oral and written English
- Basic computer skills including the ability to effectively use electronic documentation software and office/IS equipment

Special Skills/Training/Certifications:

- A Peer Specialist Certification

Wage expected: \$14.00 - 15.00 per hour

TGP is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. We seek to comply with all applicable federal, state and local laws related to discrimination and will not tolerate interference with the ability of any of TGP's employees to perform their job duties.