

**NORTHEAST INDEPENDENT LIVING PROGRAM INC.**

<b>Job Title:</b>	<i>Part-Time Older Adult Peer Specialist (.5 FTE)</i>
<b>Reports to:</b>	<i>Manager of Older Adult Peer Support &amp; Community Bridging</i>

**Job Purpose:**

The part-time Peer Support Specialist works 20 hours a week and serves as a peer mentor and community liaison for the NERLC. The Peer Support Specialist creates connections between its active peer workforce and the communities in which the peers live and work.

**Duties and Responsibilities:**

**Essential Job Functions:**

- Facilitate weekly peer support groups that focus on mental health recovery and wellness
- Provide one-on-one peer support to members of the NERLC community, as needed
- Share personal recovery story to peers with the intent of building trusting and mutual relationships
- Regularly contribute to the expansion of the NERLC information and referral database to include other resources relevant to recovery, resiliency and wellness. This includes on-line resources, printed material, videos, audio, etc.
- Assist in the expansion the NERLC’s library of books and other printed material relevant to recovery, resiliency and wellness
- Respond to all calls, e-mails, faxes or other communication directed to the NERLC in a timely manner
- Provide up-to-date information, including specific contact names, for any individual seeking services related to recovery, resiliency or wellness in the Northeast DMH Area
- Document all requests for information and the subsequent referrals made
- As needed, locate sources for new information, provider sites and individual contacts to better meet the needs of those requesting information from the NERLC
- Maintain monthly tallies of all NERLC peer support groups, activities and other events

**Interpersonal Communication:**

- Excellent consumer satisfaction skills with a commitment that all consumers seeking information will get the time and attention needed to satisfy their need for information
- A positive attitude with all consumers in order to achieve excellent consumer satisfaction outcomes
- Model integrity, personal and professional ethics and maintain confidential consumer and organizational data
- Maintain a positive working relationship with consumers, co-workers, referral sources and others to achieve positive outcomes

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- Maintain updated computer technology competencies i.e. Microsoft Word, Excel, Outlook, and WILD

**Teamwork and Cooperation:**

- Work as an effective team member in a collaborative manner through strong individual contribution and commitment
- Demonstrate effective communication and problem solving skills, both verbally, written, and in electronic formats

**Workplace Performance and Professional Development:**

- Achieves positive consumer relationships within his/her control, and contributes to a positive public image of the overall organization
- Maintains a positive work setting through planning and effective use of time
- Commitment to continuous improvement strategies and demonstration of the knowledge, skills and abilities related to this position
- Participates in continuing education, training, and staff development opportunities
- Provides formal and informal transfer of knowledge and peer mentoring leadership

**Qualifications:**

- COAPS Certification or willingness to obtain COAPS certification required within the first 12 months of employment
- Previous experience facilitating peer groups preferred
- Sensitivity to and understanding of the issues faced by older adults who have been psychiatrically labeled
- Experience as a person who has been psychiatrically labeled and ability to share personal recovery story is preferred
- Must have completed, or be willing to complete, a WRAP & peer group facilitation training within the first 12 months of employment
- Must be able to work independently and as part of a team.
- Access to reliable transportation
- Bi-lingual/bi-cultural and experience as a public speaker is highly desirable
- This position may require some nights and weekends

**Direct Reports:**

- N/A

**Review Policy:**

Supervisor will complete performance appraisal with employee at the completion of a six-month probation period. Job duties and assignments will be reviewed at this time. Thereafter,

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performance appraisals will be completed and reviewed annually. This is a part-time (20 hour a week) position that requires a quarterly rotation throughout the NERLC's 6 Hub service areas.

*The Northeast Independent Living Program, Inc. is an equal opportunity employer and encourages persons with disabilities, women, and persons of color to apply for this position.*