

Department: Mental Health
Classification: Competitive
Grade: 6

SPEC DISK EC
DOCUMENT 14

CERTIFIED PEER SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting users of health related services in developing skills for empowerment and successful community living. The incumbent assists clients by providing guidance negotiating health related service systems and assisting in the development of self-help networks, as well as serving as a support system for the client. A key element contributing to the value of this service is that the Peer Specialist appropriately highlights their personal highlights of lived experience of recovery. The work is performed under the direct supervision of a higher level supervisor. Supervision over the work of others is not a responsibility of this position. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Provides participants with guidance to help them effectively deal with daily problems;
Suggests remedial or corrective actions to help clients make better adjustments and in planning intelligent life goals;
Accompanies clients to community resource agencies to aid them in the process of obtaining required services;
Serves as an advocate and support system for participants;
Assists clients with self-help techniques and networking skills;
Maintain documentation and collect data as required;
Advocate within systems to promote person-centered recovery;
Educate through shared experience;
Support the development of effective communications skills;
Support the development of problem solving skills;
Recognizes signs of distress;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the problems of those in need of services;
Working knowledge of community resource agencies, services and programs available;
Working knowledge of self-help techniques;
Ability to secure confidence and cooperation of clients;
Ability to relate sympathetically to clients;
Ability to understand and follow instructions;
Must have excellent people skills;
Good knowledge of basic computer programs;

MINIMUM QUALIFICATIONS:

- (A) Must possess a High School Diploma or a High School Equivalency Diploma; and
- (B) Must be Peer Certified at the time of appointment

SPECIAL QUALIFICATIONS:

Must possess a valid NYS Driver's License at the time of appointment.