



**Family Support and Counseling Services  
Peer Support Specialist**

Part-Time (20 hours/week)

Reports to: Director, Family Support and Counseling Services

**POSITION SUMMARY:**

The Peer Support Specialist will provide peer support services to women in the Housing Transitions Program. The Peer Support Specialist will collaborate with case managers, mental health clinicians, and housing specialists from Family Support and Counseling Services and the Housing Transitions Program to provide individualized support for each client. The Peer Support Specialist will function as a role model to peers by exhibiting competency in personal recovery and use of coping skills as well as serve as an advocate by providing education and information to ensure the clients retain permanent housing.

A Peer Support Specialist provides opportunities for individuals to direct their own recovery process and support the learning and utilization of skills needed to retain permanent housing. The peer support specialist will be knowledgeable of available service options, will promote the utilization of natural support systems, will facilitate the development of a sense of wellness and self-worth, and will work with the multidisciplinary team to promote the goals of the client.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Act as a role model to women in recovery to inspire hope and share life experiences as appropriate to the recovery process.
- Assist clients in articulating personal goals for recovery and housing retention.
- Assist clients in working with the case manager and/or clinician in determining the steps the client needs to take in order to achieve goals and self-directed recovery.
- Identify abilities, strengths and assets of client and assist client to recognize and use them.
- Identify barriers to full participation in recovery and focus on strategies to overcome them.
- Assist individuals in learning to recognize early triggers and signs of relapse and use their individual coping strategies as an alternative to more structured services.
- Model effective coping techniques and self-help strategies.
- Work successfully and collaboratively with the multidisciplinary team.
- Actively participate in team meetings.
- Meet with clients at least monthly for the first year of residence and as often as one to two times per week.
- Address daily living issues of newly housed women.
- Help clients stay connected to natural supports.
- Assist clients in connecting with and navigating housing resources by accompanying to appointments, taking them out to view housing, and driving them or riding with them on public transportation.
- Partner with NAMI Oregon to build the capacity of community members to have meaningful participation in policy development and reform through outreach, training and involvement.
- Meet standards for documentation and data entry related to client support, education, advocacy, and community referrals in the electronic record according to established guidelines.
- Perform other duties and responsibilities as assigned.

**QUALIFICATIONS:**

- Self-identify as current or former recipient of mental health or co-occurring services who can relate to others who are receiving those services.
- Ability to work well in team setting, as well as independently.
- Be able to develop trusting relationships with peers and staff.

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- Comfort working with individuals actively experiencing symptoms of mental illness.
- Knowledge and skill to teach and engage in basic problem solving strategies to support individual clients in self-directed recovery.
- Knowledge of mental health systems, human services and social services.
- Ability to report to work reliably and in a timely fashion.
- Respect for cultural diversity, religion and experience.
- Good written and oral communication skills. Bilingual (Spanish/English) preferred.
- Ability to interact in a respectful, professional manner in accordance with agency's policies and procedures.
- Ability to maintain professional boundaries with clients, the community, and other staff members.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to the Social Justice teachings of the Catholic Church.
- Competent with computers for word processing, internet, and email or able to learn these skills.
- Willingness to complete an Oregon approved curriculum in peer mentoring/support program.
- Must have driver's license, access to vehicle, and ability to obtain automobile insurance at levels required by agency (100/300/100) or ability to travel as required on public transit.
- Satisfactory results from civil, criminal, and motor vehicle background check required.

**COMPENSATION:** Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

**TO APPLY:** <https://catholiccharitiesoregon.applicantpro.com/jobs/>

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