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| **Job Title**  | Peer Bridger |
| **Department** | DePaul Reintegration Support Team |
| **Reports to**  | Coordinator of Peer Services and DePaul supervisor To Be Identified |
| **Location** | Buffalo, New York  |
| **Exemption Status**  | Non-Exempt  |
| **Position Status** | Full time 37.50 hours/ Part-time 20.00 hours |
| **Date Prepared** | January 21, 2020 |
| **Date Approved** |  |

In the performance of their respective tasks and duties all employees are expected to conform to the following:

1. Perform quality work within deadlines with or without direct supervision.
2. Interact professionally with other employees, customers and all collaterals.
3. Work effectively as a team contributor on all assignments.
4. Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and programs as needed.

## Position Summary

## The Peer Bridger staff help to ease the transition into community life for individuals enrolled with Living Opportunities of DePaul who are being discharged from Behavioral Health Inpatient units and/or moving from Licensed Housing. The Peer Bridger staff will help to significantly decrease their need for readmission by offering an array of both intensive individual and/or peer group support services both in the individual’s home and in the community. The Peer Bridger will assist customers create comprehensive goal plans based on their identified needs/desires/interests/passions and assist them to take steps towards achievement of desired outcomes (examples include: work, school, social opportunities, mobility training, getting to know their community, identification of and participation in social leisure opportunities, etc..).

## Essential Duties

## *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

* Works as part of the Community Integration Team offering unique peer support services designed to build trust and engage, and to use the relationship as a vehicle to inspire the individual while adapting to their new environment successfully and with the highest level of satisfaction.
* Works with customers in their homes and the community they reside in to establish personalized and meaningful goals.
* Facilitates group activities relevant to customers’ desired outcomes (such as social skills, coping skills, wellness, or community exploration).
* Maintains and models personal wellness
* Initiate and maintain regular communications/meetings with individuals nearing discharge from local area hospitals or DePaul Licensed Housing.
* Engage with individuals prior to discharge to establish a trusting relationship
* Assist individuals post discharge to identify and engage in a range of community based support groups, community activities, community based opportunities and other professional support services.
* Travel to various locations to engage with individuals and offer support and assistance as needed to promote transition back into the community.
* Attends trainings as required and assigned by supervisor.
* Complete all documentation required in a timely manner.
* Collaboration and networking with Reintegration Support Team, and all other significant parties and stakeholders as appropriate to assist with the transition of the individual into the community.
* Attends all meeting as required.

## Non-Essential Duties

* Works with outside agencies in developing a greater understanding of all programs by providing outreach and presentations to community mental health customers and providers to promote ACE Employment Services.

## Skills & Qualifications

* Identifies as a Peer of mental health services and a willingness to be transparent about such
* Completion of Academy of Peer Services Peer Specialist Certification within 6months of employment start date.
* Completion of training as assigned and relative to position.
* Attendance at training and workshops to increase knowledge and keep current, skills and abilities to provide quality service provision.
* GED or High School diploma.
* Demonstrated experience with and knowledge of the NY State public mental health and substance abuse systems as well as experience working with individuals with mental health conditions.
* Personal experience with mental health systems, recovery and a comfort level in self-disclosing mental health experiences.
* Demonstrated knowledge of advocacy, self-help and empowerment and recovery programs for recipients of mental health and substance abuse services.
* Ability to convey a message of hope and recovery for people with mental health conditions.
* Ability to complete basic documentation requirements regarding work activities, computer knowledge to include Microsoft Office and Excel, Power Point and familiarity with Social Media avenues.
* Willingness to work a flexible schedule; occasionally including early evenings and weekends.
* NYS Driver’s License preferred. In the absence of driver’s license, a willingness to regularly utilize public transportation to conduct community based work tasks.

## Physical Demands

Physical demands will be dependent upon position working and may include but are not limited to:

* Ability to use arms and hands to reach for and carry activity materials out of the materials cabinet and supply to the group.
* Ability to communicate and proficiency in English language.

## Work Environment

## Will vary dependent upon customer need/desire and may include but, limited to: Indoors, outdoor, office in the community, and in the homes of program participants.

## Other Duties

**Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the position. Duties, responsibilities, and activities may change at any time with or without notice. Includes other duties as assigned.**

If interested, please send resume and cover letter to:  kparker@rsiwny.org