

Job Description

Position Title: Peer Mentor

PAP Classification: S-3

Component: Ambulatory Behavioral Health

Location: 960 Penn Ave., Suite 1100

County Position #: 1063

Reports to: Peer Mentor Supervisor

Unit: Rehabilitation and Recovery

Full-time: X

Exempt:

Part-time:

Non-exempt: X

Supervises: None

Reports to: Peer Mentor Supervisor

Licensure/Certification Required: Valid Pennsylvania Driver's License **required.** Certified Peer Specialist training within 6 months of employment and completes all continuing education requirements.

Education/Experience/Abilities Required: The peer mentor must have completed a high school degree or equivalent and 2 years paid or voluntary work experience. Applicant must be able to provide own transportation to/from work setting, and be able to work with people in a team setting. The position requires excellent communication skills in order to communicate in a positive and effective manner with clients and employees. Experience with Microsoft Windows Office Suite is necessary. Individual must be a prior or current mental health consumer with the ability to role model recovery and establish trusting relationships with peers and staff. The peer mentor must be committed to consumer choice and empowerment.

Job Duties Summary: The peer mentor will provide support, advocacy, and assistance in the community to consumers. Under the supervision of the Peer Mentor Supervisor, the peer mentor will support the individual consumer in identifying life choices and assist them in overcoming obstacles to achieving these goals. Focusing on the consumer's strengths the peer mentor will promote the consumers personal growth, development and recovery including goal setting, problem-solving, and decision-making.

Work Schedule: 37.5 hours per week.

Services to Consumer/Client:

- a. Establishes trusting relationships with peers
- b. Initiates and implements plans to facilitate recovery.
- c. Maintains and ensures confidentiality of all verbal and written consumer information
- d. Creates an environment that responds to consumer's strengths and progress.
- e. Maintains an awareness of new and current mental health service offerings to peers in Allegheny County
- f. Listens and responds to peer feedback regarding services
- g. Provides information and advocacy services to peer as needed
- h. Schedules and organizes excursions into the community
- i. Assist peers in skill building including problem-solving and goal-setting

Collaboration with others:

- a. Attends and participates in formal and informal staff meetings where peer and program issues are addressed
- b. Works with staff to design creative ways to assist peers and maximize their success in the community
- c. Attends and participates in internal and external committees, meetings, task forces, work groups, trainings, etc., as required and requested
- d. Develops, maintains and strengthens relationships with internal/external partners

Recordkeeping/Documentation:

- a. Completes all documentation, both formal and informal in a timely manner
- c. Maintains records of relevant departmental and organization information
- d. Completes monthly reports as required
- e. Completes other reports as assigned

Communication:

- a. Maintains/updates information about program activities and individual consumers as necessary.
- b. Initiates and responds to referral sources and others involved in consumer's care
- c. Informs Peer Mentor Supervisor of program issues and successful outcomes.

Stewardship:

- a. Prioritizes daily tasks based on peer and program needs
- b. Develops, implements, and administers consumer satisfaction and other outcome measures as requested and required
- c. Helps program meet goals and standards
- d. Adjusts schedule to ensure coverage

Please submit a letter of interest and resume to psan@peer-support.org