



Emma Norton Services
Job Description

Title: Peer Support Specialist Level II
Status: Full-time; Non-Exempt
Location: St. Paul, Minnesota
Supervisor: Program Director
Compensation: Starts at \$17.00 per hour

Organization

Emma Norton Services works with women, children, and families who are on their journey of recovery from homelessness, mental illness, chemical dependency, and other life stressors. Emma Norton Services provides safe, permanent housing in combination with programs and support services, through a housing first and harm reduction model, to provide an environment where victory over homelessness, mental illness, and chemical dependency is possible.

Purpose

The peer support specialist (PSS) level II uses a non-clinical approach that helps clients in Emma Norton's Scattered-Site Program discover their strengths and develop their own unique recovery goals. This position models wellness, personal responsibility, self-advocacy and hopefulness through appropriate sharing of his or her story. Programming provided through Emma Norton Services provides stability, education and awareness, with Harm Reduction and Housing First practices integrated throughout the services.

Responsibilities

1. Client Engagement
 - The scattered-site peer support specialist is responsible for providing intensive peer services for women living in scattered-site rental housing, transporting themselves to and from client meetings in the wider community.
 - Serves as a mentor and role model to clients to promote engagement in mental health and housing search services.
 - Works collaboratively with other team members and client to identify goals and create a person-centered service plan.
 - Models a recovery approach and demonstrate coping skills.
 - Works alongside clients to develop skills in socialization, problem solving, self-awareness and awareness of others
 - Provides instruction, modeling and feedback in the area of supportive living skills, including modeling completion of chores.
2. Fosters a positive and engaged community
 - Supports the resident community to increase community building skills and community membership skills
 - Assists participants as needed to identify and address community concerns and issues
 - Facilitates peer mediation as needed
 - Assists participants to identify opportunities for community integration and developing natural support networks
3. Functions as a Team Member



- Follows through with own independent job responsibilities and assignments
 - Engages in constructive problem solving and conflict resolution, assists other team members in doing the same
 - Provides information needed by other team members in a timely and effective manner
 - Offers assistance to team members as needed
 - Willing to give and receive feedback to and from team members
 - Takes direction from supervisor or manager and accepts and implements team decisions as made
4. Other Duties
- Participates in staff and team meetings
 - Promotes community awareness of Emma Norton
 - Attends community meetings as relevant and necessary
 - Participates in agency efforts to promote a mutually respecting, multicultural environment and participates in training opportunities related to economic, racial and cultural diversity as requested
 - Completes and maintains up-to-date knowledge and expertise in areas related to job duties including the completion of HIPAA and Vulnerable Adult training within the first 7 days of hire
 - Performs other duties as apparent or assigned

Requirements

1. Successfully complete the DHS approved Certified Peer Specialist training and certification exam AND meet one or more of the following criteria:
 - a. Qualified as a mental health practitioner
 - b. Have at least 6,000 hours of supervised experience in the delivery of peer services to people with mental illness
 - c. Have at least 4,000 hours of supervised experience in the delivery of services to people with mental illness and an additional 2,000 hours of supervised experience in the delivery of peer services to people with mental illness
2. Be at least 21 years of age
3. Have a high school diploma, GED or equivalent
4. Have a primary diagnosis of mental illness
5. Be a current or former user of mental health services
6. Have access to reliable transportation
7. Ability to undergo and pass a background study as detailed in Minnesota Statute 144.057 and Chapter 245C
8. Able to interact with people in a manner which shows sensitivity, respect, and professionalism
9. Ability to communicate effectively orally and in writing
10. Moderate physical effort, with intermittent lifting or carrying limited to no more than 50 pounds
11. Duties may require physical ability to climb stairs

Employee Signature

Date

Human Resources Representative

Date