

**Revised: 8/12/22**

**Title:** Certified Peer Support Worker

**Supervisor:** Executive Director

**Objective:** To provide case management assistance to formerly homeless individuals and families. This position will be part of a cross-agency, multi-disciplinary mobile team working with clients of various agencies, including St. Elizabeth Shelters & Supportive Housing, The Lifelink, Casa Milagro. It will be under the auspices of St. Elizabeth.

**Salary:** $45,000 -- $55,000 per year, depending on experience and qualifications

**Status:** Full-Time FLSA non-exempt Employee

**Responsibilities**

* At least 4 years-experience providing Peer Support work to individuals experiencing mental health and/or substance use disorder(s).
* Strong knowledge of peer-based support services
* Be HIPAA certified or be willing to become certified (immediately upon hire)
* Participate in training classes for Trauma-Informed, Motivational Interviewing skills, and other pertinent trainings
* Have accessed behavioral health services because of lived experience as a peer in recovery, or vicarious experience
* Experience, or as a caregiver of a person who has accessed behavioral health services
* Proficient with computers and office equipment (entire Microsoft Office Suite)
* Strong organizational and time management skill

**Other Duties as Assigned**

**Requirements**

**Credentials/Qualifications**

* Ability to work as a team member and cooperatively with both shelter and supportive housing staff to ensure best outcomes for clients.
* Excellent written and oral communication skills.
* Able to establish and maintain effective working relationships with tenants and their diverse challenges.

**Experience and Skills**

Spanish speaking preferred

Experience working with homeless individuals and/or families preferred

Willing and able to work with diverse populations

Effective communication skills

Computer proficient

Knowledge of the unique cultural heritage of northern New Mexico

**Other**

Valid driver’s license and proof of insurance

Willing and able to work irregular hours and have a flexible work schedule

Ability to lift 20 pounds

Employee Signature and Date

Executive Director Signature and Date

Time Sheet Used: Certified Peer Support Worker Time Reporting Form