

JOB OVERVIEW

JOB TITLE	Vocational Peer Support Specialist
DEPARTMENT	Mental Health Peer Connection (MHPC)
LOCATION	Buffalo, N.Y.
DIRECT SUPERVISOR	Assistant Director, MHPC

GENERAL JOB DESCRIPTION

Educate individuals with Behavioral Health disabilities in the community about the benefits of obtaining employment and using WNYIL Work Support Program.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Engage individuals with behavioral health disabilities in the community to encourage and educate them about the benefits of obtaining employment.
2. Work with individuals with behavioral health disabilities seeking employment on assessing their goals, developing Independent Living Plans and creating a Person-Centered Plans.
3. Do presentations to facilities that serve individuals with behavioral health disabilities on the benefits of employment, personal experience in seeking employment, and on the services available at the Job Club, related to employment.
4. Provide rapid employment techniques and skills needed to behavioral health recipients to assist them in finding employment.
5. Provide ongoing peer counseling to recipients of behavioral health services to support them in keeping employment.
6. Facilitate weekly peer support self-help meeting/group regarding employment issues.
7. Staff Monday evening support group once every four to six (4 to 6) weeks between the hours of 5:00pm and 8:30pm. (evening hours to be flexed within the same work week)
8. Develop relationships with employers in the community to increase employment opportunities for individuals with behavioral health disabilities.
9. Assist in educating and developing an Advance Directive for those who wish to develop one.
10. Accurately document consumer services and required paperwork in WNYIL's Electronic Consumer Records (ECR) within two (2) working days of the date of service.
11. Attend Agency's in-service training and staff meetings as well as any other Agency related activities as required.
12. Participate in maintaining a neat, clean and safe work environment.
13. Perform other job-related duties as assigned by supervisor.

EDUCATION & TRAINING

- Candidate must be a certified NYS Certified Peer Specialist/Provisional, within one (1) year of being hired.
- Professional and life experience may be considered in lieu of, in full or part of academic credentials.

High school diploma or equivalency

OR

Associate Degree in social work, rehabilitation counseling, psychology or related human services field.

OR

Bachelor's Degree in social work, rehabilitation counseling, psychology or related human services field.

KNOWLEDGE & EXPERIENCE (if required)

- Experience working with individuals with disabilities is preferred.

High school diploma or equivalency requires four (4) years' related work or volunteer experience with people with mental illness.

Associate degree requires two (2) years' related work or volunteer experience with people with mental illness.

Bachelor's degree requires one (1) year of work or volunteer experience with people with mental illness.

SKILLS & ABILITIES

- Must be able to type thirty-five (35) words per minute.
- Applicant must be a current or former consumer of mental health services.
- Ability to travel independently and commute to sites in all counties WNYIL operates is required.
- Must have intermediate level of knowledge of computers including the use of Excel spreadsheets, databases, word processing and networks.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

WORKING CONDITIONS

WORK ENVIRONMENT	Office/ Community
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds.
HOURS / SHIFTS	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Mondays: 5:00 pm – 8:30 pm once every 4 to 6 weeks. Overtime rarely required.
CLASSIFICATION	Full-time, salary, non-exempt, Professional staff. Range: \$42,000 - \$44,000
BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match. Employee Assistance Program
OTHER	Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols.

Western New York Independent Living, Inc. is an Equal Opportunity Employer.
Reasonable accommodations will be made for people with disabilities.
Western New York Independent Living, Inc. is a scent-free Agency.

EMPLOYEE ATTESTATION

Closing Date: January 16, 2025

Cover Letter and Resume Required to:

Human Resources Dept.
WNY Independent Living, Inc.
3108 Main St.
Buffalo, N.Y. 14214
employment@wnyil.org