

**CATHOLIC CHARITIES OF STEUBEN  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Peer Advocate	<b>STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Residential- COTI	<b>W/C#</b>	8857
<b>EEO CODE:</b>	9	<b>GRADE LEVEL:</b>	25

**PRIMARY FUNCTIONS:**

As part of our Centers of Treatment Innovation (COTI) services at CCS, The Peer Advocate functions as a support for individuals referred to Catholic Charities of Steuben in recovery for Substance Abuse Disorder(s), Mental Health condition(s) or both. The Peer Advocate will provide mobile recovery support services and outreach across Steuben County, in home or community settings, including Steuben County jail.

**SPECIFIC DUTIES:**

1. Provides mobile recovery services across the county, including facilitating “pop up” recovery center activities through the agency’s mobile outreach recovery clinic.
2. Promotes skills for coping with and managing behavioral health symptoms through recovery-oriented principles.
3. Offers peer support using trauma-informed, nonclinical assistance with the goal of assisting individuals achieve long term recovery.
4. Models recovery and provide companionship to individuals in their home or a community setting.
5. Provides advocacy, outreach and engagement, recovery supports, transitional supports and pre-crisis and crisis supports to individuals in the community, in homes, in various settings as assigned including to inmates in the Steuben County Jail.
6. Raises awareness of local resources, pathways to recovery and helps individuals remove barriers to access.
7. Helps individuals link to community services to assist with housing, financial support, counseling, self-help and medical care.
8. Helps individuals get to scheduled appointments by providing encouragement, assistance scheduling appointments and possible accompaniment to scheduled appointments.
9. Provides person centered goal planning that includes relapse prevention.
10. Helps individuals as they transition from one setting to another such as bridging from structured behavioral health programs to independent living, outpatient to community-based supports, hospital or jail to community settings.
11. Communicates effectively and works cooperatively with colleagues and community professionals.
12. Communicates progress and/or concerns to supervisor on a consistent basis.
13. Provides crisis management as needed, identifying symptoms of decomposition.
14. Ensures individual service plans, encounter notes and discharge plans are prepared and reviewed as required
15. Create and maintain detailed and accurate, service plan, progress/encounter note and discharge plan documentation within the participant record detailing progress toward attainment of recovery service plan in accordance with funding regulations, agency policy, procedure, or business practice.
16. Provide emotional support, companionship and advocacy when an individual is in an emergency room or crisis unit or other service to deal with crisis.
17. Work nontraditional hours as needed to initiate contact and establish a rapport with program client.
18. Ensure that the rights and confidentiality of the client are protected.
19. Successfully complete any training required by the agency and for certification.
20. Attend staff meetings, treatment team/provider meetings, and staff development/training seminars in accordance with agency policy, procedure, or business practice.
21. All other duties as assigned.

**TITLE OF DIRECT SUPERVISOR: COTI Coordinator**

**QUALIFICATIONS:**

High School Diploma or GED required. Must be certified or have provisional certification as Certified Recovery Peer Advocate (CRPA). Must successfully complete the International Certification and Reciprocity Consortium (IC-RC exam).

- Be willing to self-disclose one’s recovery journey and model that experience,
- Attest to the NYPSCB Code of Ethical Conduct
- Possess knowledge of recovery to assist others in their own recovery

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**SPECIAL REQUIREMENTS:**

1. Successfully pass the NYS Justice Center background check including fingerprinting, State Central Registry, OMIG Exclusion and State Exclusion List.

**ADDITIONAL REQUIREMENTS:**

- Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR’s corporate compliance and ethics program.
- Skilled at practicing the core competencies of peer advocates, specialists, coaches.
- Ability to maintain professional demeanor when handling difficult situations.
- Abides by ethical codes of conduct established by credential and agency standards.
- Strict adherence to confidentiality requirements of the peer support credential.
- Demonstrate commitment to Agency Mission Statement.
- Provide effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.
- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Possession of a valid NYS Driver’s license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Working knowledge of community resources and funding systems external to the agency.

**Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

**EMPLOYER’S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job -related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**EMPLOYEE CONFIRMATION:**

I have received and read a copy of this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name