



HOUSING SENIORS | CREATING HOPE | PILOTING CHANGE

POSITION DESCRIPTION

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| POSITION TITLE: | Peer Support Specialist |
| POSITION PURPOSE: | Provide mental health, addiction recovery, or co-occurring mental health/addiction recovery peer support to increase long-term housing stability for clients of Northwest Pilot Project. |
| REPORTS TO: | Program Director |

RESPONSIBILITIES:

- Coordinate and provide trauma informed and client-centered peer support services with goal of increased housing stability for NWPP clients. Peer support services may be office-based or home-based, depending on the circumstances of each client.
- Work collaboratively with colleagues and clients to support clients in developing natural support systems to address behavioral health needs.
- Work collaboratively with colleagues and clients to support clients in connecting to community health care resources and programs that address behavioral health needs.
- Engage with and respond to landlords and community partners in a timely, positive, and professional manner.
- Provide services in a manner consistent with NWPP's mission and values, and utilize Peer Support services best practices. Actively participate in ongoing trainings relevant to the shared work of the organization.
- Maintain timely, accurate, and appropriate documentation of services in Multnomah County's Homeless Management Information System (HMIS).
- Actively participate in the weekly Housing Program meeting and the monthly All-Staff meeting. Work cooperatively with colleagues and contribute ideas to improve and support the work of the program and organization.

- Engage in meaningful training, self-examination, and action directed at promoting diversity, equity, and inclusion on institutional, interpersonal, and intrapersonal levels, particularly in the areas of race and ethnicity.
- Other duties as assigned.
- Adherence to current Personnel Policies of the agency.

REQUIRED QUALIFICATIONS:

- Openly identifies as a person with lived experience of mental health and/or addiction challenges.
- Willingness to share personal experience with clients when appropriate.
- Certification or completed training as a Peer Support Specialist.
- Experience working effectively with adults from diverse backgrounds and cultures.
- Minimum of one year experience providing social services or support to low-income households.
- Interest in working directly with people who may be experiencing a variety of challenges, including poverty, aging, homelessness, and significant health issues.
- Excellent interpersonal skills.
- Experience working with computers, databases, and commonly used software.
- Ability to pass a background check.
- High school diploma or equivalent.

PREFERRED QUALIFICATIONS

- Experience with Homeless Management Information Systems (HMIS).
- Valid driver's license and clean driving record.
- Ability to multi-task, meet deadlines, and maintain a sense of humor.

This job description does not constitute a contract of employment.

Northwest Pilot Project is an Equal Opportunity Employer