



Peer Specialist

Organizational Relationship:

The Peer Specialist reports The Program Director and Clinical Therapist

Position Overview:

The Peer Specialist is responsible for working with the Housing Manager in providing strength-based support, intervention, information and access for resources.

Primary Responsibilities:

I. Peer Specialist

- Use lived experience with homelessness, mental health, or substance use recovery to build rapport with shelter guests and provide authentic, empathetic support.
- Get to know guests as individuals. Works with staff and volunteers to assist the guests in reaching goals.
- Support clients in setting and achieving personal goals related to wellness, housing, employment, and community reintegration.
- Assist and/or facilitate peer-led support groups, recovery meetings, or life skills workshops with guests.
- Provide peer mentoring and encouragement through the stages of recovery and housing stabilization.
- When suspicion of substance abuse warrants, call direct supervisor and may need to supervise a UA.
- Ensures guest confidentiality and respect.
- Holds self and others accountable to high standards of service.
- Models and maintains healthy, professional boundaries with guests.
- Advocate for client needs in team meetings and with partner agencies.
- Maintain appropriate documentation in Soxbox, and adhere to all confidentiality and ethical standards.

II. House Responsibilities

- Ensures a safe, clean environment for guests, volunteers, and staff.
- Oversee guest's house responsibilities and chores. Report to the Housing Manager any concerns.
- May assist in ensuring all residents' rooms are clean and sanitized upon resident departure.
- Provide emotional support and de-escalation in a nonjudgmental, peer-based relationship.
- Performs regular safety checks of all common areas and resident rooms.

III. Organizational Accountability

- Holds accountable staff, volunteers and self to high standards while providing services.
- Participates in regular program evaluations.
- Provides support and constructive feedback to staff and volunteers.
- Ensures guests and staff comply with program guidelines and procedures.
- Performs other reporting requirements upon request.
- Completes ongoing professional training as set for by the Director of Operations.
- Participate in a weekly check-in with LHSMN Clinical Therapist for supervision and guidance.

Educations and Experience

- High school diploma or equivalent.
- Completion of Peer Specialist or Recovery Coach certification preferred, not required
- Personal lived experience with homelessness, mental illness, substance use recovery, or other relevant life challenges, and at least one year in recovery/stable housing.
- Knowledge of trauma-informed care, compassion, empathy and ability to respond to individuals in crisis.
- Ability to work with people of all ages from diverse racial, cultural, religious, social and economic backgrounds and lifestyles.
- Excellent communication and organizational skills.
- Ability to solve problems and make decisions individually and within a team.
- Experience with Microsoft Office.
- Valid driver's license and reliable transportation.
- Ability to work weekdays, some holidays, and weekends.
- Must be able to pass both a criminal background check and drug test.
- Promote and adhere to the vision and mission of the Lighthouse of Southern MN.

Physical Demands

- During your work hours you may be required to write, talk, cook, clean, lift 40 pounds, move items, operate a computer, sit, walk, and kneel.
- Can at times be fast paced and require crisis intervention protocol.
- Safety and security are a priority.

Attributes

- Strong commitment to the mission, diversity, equality, and inclusion.
- An energetic team player.
- High level of personal and professional integrity, ethics, and customer service.
- Work with a spirit of optimism and fun.
- Desire and ability to work with diverse people and organizations.
- Initiative and a commitment to ongoing improvements.
- Ability to work effectively both independently and as part of the staff team.

This job description is not meant to be all-inclusive. It defines the critical job responsibilities and requirements only, which may change at any time, with or without notice due to agency needs, regulatory requirements or other factors.

