



**Opportunities Industrialization Center, Inc.**  
1231 N. Broad Street, 4<sup>th</sup> Floor, Philadelphia, PA 19122

## **Job Description: Certified Peer Specialist**

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Since 1964 Philadelphia OIC has been a leading workforce development and education provider. OIC offers adult and youth populations valuable job training, life skills, digital literacy, high school equivalency preparation, and employment opportunities.

### **Summary:**

We are looking for an experienced Peer Specialist who will serve as a role model, mentor, advocate, and motivator to individuals to help prevent mental health challenges and promote long-term mental health stability. The Peer Specialist must demonstrate an ability to share personal experiences and to develop authentic peer-to-peer relationships.

### **Essential Duties and Responsibilities:**

- Engage the individual and establish rapport, as evidenced by empathetic and active listening, communicating in a non-judgmental way, and recognizing mental health challenges.
- Assist the individual in identifying and prioritizing strengths and needs, using various techniques that engage individuals to self-disclose.
- Assist in the development and enhancement of an individual's comprehensive individualized mental health plan, recognizing many pathways to mental health stability, accessing, and advocating for community resources.
- Identify emergencies or crises and facilitate access to appropriate resources, negotiating and connecting individuals with resources and navigating the systems.
- Actively identify and support linkages to community resources (communities of, educational, vocational, social, cultural, spiritual resources, and mutual self-help groups).
- Conduct self in an ethical manner by adhering to the PCB codes of ethics, standards of practice, and Council policy and procedures.
- Maintain confidentiality regarding information received during the facilitation of mental health support services. – maintain a current understanding of federal, state, and local confidentiality rules and regulations.

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**EQUAL OPPORTUNITY EMPLOYER:** Philadelphia OIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.



- Engage in continuing professional development relative to mental health support services, applying practical and professional knowledge and experience. Maintain CPS credentials.
- Develop relationships with community groups/agencies in partnership with others in the agency. Work with staff and other community professionals to implement and promote mental health-oriented training programs and opportunities.
- Other duties as directed by Management Staff.

#### Essential/Training/Work Experience:

- The Certified Peer Specialist (CPS) must have a valid CPS certification through the Pennsylvania certification board.
- CPS will have a high-school diploma or general equivalency degree and within the last 12 months, maintained full or part-time paid or voluntary work experience (preferably in social services) or obtained at least 24 credit hours of post-secondary education (preferably in social services).
- Must have a current valid driver's license, insurance, and vehicle; or reliable transportation with the expectation that the CPS will meet with eligible individuals at OIC Philadelphia.
- Individuals must understand and respect everyone's uniqueness.

#### Benefits

Philadelphia OIC is a mission-driven nonprofit, that provides both the values and sense of purpose that working for a historic nonprofit provides. We provide a competitive salary and a comprehensive benefits package and invest in the growth and development of our staff. Our work environment is collaborative and focused and will provide you with the opportunity for deep utilization of your particular set of talents.

#### Work Conditions

Philadelphia OIC is currently working in a hybrid work environment that allows for a flexible work schedule. When in the offices, this individual will work in a typical office environment, however, this is a hands-on role.

*Please note that Philadelphia OIC requires all employees to be fully vaccinated against Covid-19.*

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DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

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