

**WESTMORELAND COMMUNITY ACTION**

**POSITION DESCRIPTION**

**TITLE:** Peer Support Specialist  
**OPEN DATE:**  
**CLOSING DATE:**  
**DEPARTMENT/PROGRAM:** Youth Services  
**CLASSIFICATION:** FULL TIME, REGULAR, NON EXEMPT  
**SUPERVISOR:** Youth Services Manager  
**SALARY RANGE:** \$ 16.11 / HOUR

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**ALL QUALIFIED PERSONS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, SEX, AGE, NATIONAL ORIGIN OR HANDICAP.**

**POSITION SUMMARY:**

The Peer Support Specialist (PSS) will provide support services to transition age youth experiencing homelessness or housing insecurity by assisting with overcoming barriers, referrals to community resources, developing self-identified personal goals and promoting self-sufficiency. The PSS will serve as a liaison between clients, case managers and community service providers. Advocacy for individual and family needs with professionals within the community, problem solving, role modeling and coaching are essential to this position. Individual must have an understanding of and respect for each individual's unique path. Specialist must have a working knowledge of the youth systems and a demonstrated commitment to youth. Knowledge of the purpose, goals and objectives of the youth systems, and excellent communication skills are required. This full-time position will be community based and may at times require working evenings and weekends. Candidates are required to participate in continuing education in relation to youth best practices.

**RESPONSIBILITIES:**

1. Provide coaching and encouragement to transition age youth experiencing homelessness or housing insecurity.
2. Provide peer-mentoring to help coach program participants through self-identified goals and program objectives.
3. Assist individuals in linking with appropriate community resources to support the individual's personal interests and goals. Work in collaboration with other agencies to provide effective support services.
4. Maintain project logs, reports and records in appropriate files and database(s).
5. Work in conjunction with other WCA staff and community partners to facilitate positive outcomes for program participants.
6. Conducts self in ethical manner by adhering to WCA standards.
7. Participate in weekly staff meeting, and meetings as needed, with Case Managers and Youth Services staff to discuss and assess participant's status and service plan.

8. Maintain compliance with HIPAA regulations, in regard to accessing Protected Health Information, according to the Table of Access contained in the HIPAA Policy and Procedure Manual.
9. Maintain best practices and actively in continuing education. Model trauma informed care and positive youth development.
10. Perform any and all other duties as assigned by the Youth Services Manager.

#### SCOPE AND IMPACT:

Peer Support Specialists assist participants in gaining access to needed resources in the community, by assisting them in overcoming barriers, and helping bridge gaps between their needs and available resources. The PSS will work closely with program participants to support and assist them in their development, in understanding and navigating the system of care, and promoting self-sufficiency through meaningful employment. These services will enhance the participant by offering ongoing supports and assistance, promoting and encouraging long-term recovery.

#### EDUCATION, EXPERIENCE AND/OR SKILLS:

1. Must have lived experience with homelessness or housing insecurity.
2. Experience working with individuals experiencing homelessness/housing instability.
3. Ability to maintain accurate case documentation and records.
4. Ability to work cooperatively with other youth serving systems within Westmoreland County such as, Children's Bureau, Westmoreland Casemanagement, Blackburn Center and Juvenile Justice.
5. Willingness to work a flexible schedule within a 40-hour work week as program needs dictate.
6. Willingness to accompany transition aged youth to scheduled appointments.
7. High School Diploma or GED.
8. Must carry \$100,000/\$300,000 bodily liability car insurance.
9. Act 33/34 Clearances.