



Position: HCBS Peer Specialist Generalist
Program/Department: East New York Clubhouse
Reports to: Director, East New York Clubhouse
Hours: Part Time

Position Summary:

HCBS Peer Specialists provide needed services to HARP enrolled individuals with chronic mental disorders and/or chronic Substance Use Disorders within the individual's homes, places of employment, education, internship and other areas in the community. The HCBS Specialist will also facilitate groups and aid all enrolled consumers to establish and/or build on resources and opportunities to attain or sustain meaningful, healthy, and satisfying lifestyles.

Responsibilities:

- Provide designated HCBS services in line with consumers' individualized care plans in home and/or community based settings
- Conduct / administer all identified service assessments within the required timeframe
- Coordinate with each consumer's Health Home Care Manager regarding the frequency, scope, and duration of service plans
- Conduct all required home visits to ensure consumer continuity of care
- Facilitate consumer support groups as appropriate
- Make applicable referrals to address consumer needs and/or limitations
- Escort consumers to scheduled appointments as needed
- Facilitate Family support and training based upon the individual's needs
- Document all consumer interactions in Electronic Health Record (i.e. AWARDS) and maintain system in good standing at all times
- Maintains case records in accordance with HCBS policies/procedures and regulatory requirements
- Work in conjunction with billing department to ensure all claim errors (i.e. incorrect billing codes, etc.) are addresses expeditiously and rectified accordingly
- Demonstrate excellent organizational and time management skills
- Other duties as assigned by Program Director

Qualifications:

- Lived experience with the mental health system and willingness to share to educate and inspire others
- H.S. Diploma/ GED
- New York Peer Specialist Certification through OMH or OASIS
- Have at least one year experience in direct services working with persons who have been given a psychiatric diagnosis and/or trauma survivors
- Bilingual skills preferred
- Strong writing and computer skills, as electronic record is used. Basic knowledge in computer applications such as Microsoft Word, Excel, Outlook and Social Media.
- Willingness and availability to attend supervision, trainings, conferences, workshops, webinars to enhance their abilities and awareness of best practice
- Fingerprinting and criminal background check required



Brooklyn Community Services

Contact:

Email cover letter and resume to:

Katrina Grant, Director, East New York Clubhouse

Brooklyn Community Services

kgrant@wearebcs.org