



Carolinan CARE Partnership

Job Listing: Peer Support Specialist

Reports to: Wellness Program Manager

Position Type: Part-time (20 hours per week)

Purpose: The purpose of this position is to offer additional peer-based support to clients in the Homeless Support Services program to increase housing stability, income, and access to services, especially mental health, substance abuse, and HIV medical care.

Duties will include:

- Meeting with case managers prior to each encounter with clients to review client's housing plan and identify areas where the client needs additional support
- Conducting home visits, phone calls, and/or Zoom visits to complete interventions, coach clients on issues related to their housing plans where identified in partnership with the case manager
- Updating case managers on client-related issues after each encounter with clients;
- Identifying new resources for clients and sharing with case managers
- Encouraging and empowering clients to fulfill the goals of their housing plans.
- Completing progress notes and all reporting as per agency policy; using HMIS and any other reporting mechanism required by funders
- Utilizing a harm reduction approach with clients, especially in areas of substance abuse, mental health, and HIV
- Use and improve systems of communication and documentation to ensure client and provider success
- Professionally representing the agency at relevant community meetings, planning groups, task forces, and trainings

- Recruiting clients for and managing a Consumer Advisory Board
 - o Holding regular meetings
 - o Addressing business identified after consultation with the Program Director and Executive Director
 - o Coordinating education and training for participants
 - o Providing reports and feedback to the Board of Directors through PD and/or a liaison
- Recruiting clients for planning groups, task forces, awareness-building opportunities, trainings, and other community service opportunities

Qualifications:

- **Must be a Certified Peer Specialist with 2 years of experience working with clients experiencing homelessness, SA, MH, and/or HIV**
- Must provide an acceptable work history and pass a criminal/driving background check
- Demonstrate ability to use Microsoft Outlook, Word, and Excel
- Demonstrate ability to use/learn HMIS, Zoom, and other technology
- Has experienced Homelessness, Mental Health issues, Substance Abuse Issues, and/or HIV and is prepared to assist others in managing and resolving their issues to increase housing stability and physical and emotional wellness
- Utilizes a non-judgmental, compassionate, strengths-based and client-centered philosophy
- Possess Transportation, driver's license, and insurance
- Can demonstrate a basic understanding about specific challenges for people who have been homeless, have a disabling condition, and are living with mental illness, substance use disorder, and/or HIV.

This position requires travel within Mecklenburg County to conduct home visits, assist clients in accessing resources, attend meetings and trainings, and assist case managers in locating housing for clients. (Mileage is reimbursed at the IRS rates.)

Working Relationships with Others: The Peer Specialist is expected to maintain an excellent working relationship with CCP clients, staff, agency leadership, volunteers and board members; homeless providers; HIV medical case managers; housing service providers; HOPWA service agencies; mental health/substance abuse service providers; HIV/AIDS task forces; outreach workers, Ryan White service agencies and medical providers; and persons seeking information and referral regarding HIV-related services.

Salary: \$15 - \$20/ hour, 20 hours per week, commensurate with experience

People living with HIV are especially encouraged to apply. Please send cover letter, résumé, and documentation of Peer Support Certification to Julia Davis, juliad@carolinascare.org.