

# **Chesapeake Voyagers, Inc. Wellness & Recovery Center**

**342 North Aurora St.**

**Easton, MD 21601**

**410-822-1601**

**[www.chesapeakevoyagers.org](http://www.chesapeakevoyagers.org)**

**Job Title: Peer Support Specialist (PSS) – 30 hours per week**

**Scope of Job:** The Peer Support Specialist (PSS) will use his/her own life experience, education and training to offer peer support to those with mental health and/or addiction issues by practicing the values and principles of recovery in a trauma-informed way. To work with participants (one-on-one and/or in group settings) to promote overall wellness by exploring possibilities of recovery through the participants' values, strengths, knowledge, skills and interests. Be an essential part of the team in building a stronger, healthier, interconnected community of peers.

**Hours & Days:** Weekdays and Saturdays. Hours vary from 9:00 am – 6:30 pm

**Location(s):** Main location is in Easton. Some hours will be required in the other 4 Mid-Shore Counties of Caroline, Dorchester, Kent & Queen Anne's

**Job Duties:**

- Provide a safe and welcoming environment at the Wellness and Recovery Center and in any other location during events/programs sponsored by Chesapeake Voyagers, Inc.
- Independently develop and facilitate support groups and other activities designed to promote socialization, education, problem-solving, skills development, etc. relevant to the recovery process.
- Share coping/wellness techniques, self-help strategies and personal experiences used to deal with your own mental health and/or addiction.
- Assist participants in expressing personal goals for wellness and recovery and in determining the actions needed to reach their goals.
- Accompanying participants to various places such as job interviews, court, behavioral health and somatic health appointments, grocery store, social services, etc.

- Assist and support participants in learning about and/or accessing community resources such as housing, employment, treatment/counseling, food, education, etc.
- Assist participants in developing advocacy skills and facilitate their engagement in individual and collective advocacy.
- Perform general office duties, including typing, copying, answering phones, faxes, emails.
- Assist in keeping the center clean at all times. Assist participants in understanding the importance of cleaning up after themselves.
- Encourage volunteers to sign up for various job duties at the center.
- Other duties not otherwise specified, as assigned by the Executive Director.

**Knowledge, Skills & Abilities:**

- Willingness to share your personal experiences related to mental health and/or addiction.
- Willingness to expand knowledge and skills by learning from participants, staff, volunteers and by attending workshops, trainings, supervision, etc.
- Must be at least 5 year drug/alcohol free
- Basic knowledge of mental health, substance use, co-occurring conditions and their effects.
- Be a careful, responsive, empathetic listener
- Knowledge and practice of recovery and resiliency principles.
- Ability to set healthy boundaries
- Being comfortable and able to relate and work with, a diverse population (racially, ethnically, diagnostically, persons with various disabilities, etc.)
- Interacting with participants and others with respect, as equals, in a caring, supporting way
- Self-starter, able to work independently, as well as collaborate with others (staff, participants, volunteers, etc.)
- Ability to practice good problem-solving skills.

- Ability to maintain strict confidentiality
- Ability to communicate effectively and follow oral and written instructions.
- Basic familiarity – or ability to learn about - community resources and how to access them
- Clean driving record and ability to drive and have own vehicle to travel throughout the mid-shore counties.
- Computer literacy, including use of the Internet, Word and Excel.
- Ability to operate or learn standard office equipment, including, but not limited to, telephone systems, copiers and fax machines.

Please email your resume to [resume@chesapeakevoyagers.org](mailto:resume@chesapeakevoyagers.org)