



**COLORADO
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COLLABORATIVE**

JOB DESCRIPTION: PEER SUPPORT SPECIALIST - SAFE OUTDOOR SPACE (SOS)

Updated on 6 January 2021

Job Title:	Peer Support Specialist (Peer Specialist)
Reports to:	SOS Program Director
Locations:	Denver (Four locations)
Compensation:	\$38,000-\$43,000 + Generous Employee Benefit Package including: 401k matching; Health, Dental, and Vision coverage for employee and dependents; Paid Holiday and Paid Vacation
Timeline:	October 15, 2021

Colorado Village Collaborative seeks a **Peer Support Specialist** with lived experience with homelessness and mental health and/or substance misuse and is housed and in recovery. The Peer Specialist is willing to use and share his or her personal, practical experience, knowledge, and first-hand insight to benefit program clients and their support team.

A successful candidate will provide assistance, support, and advocacy for program clients, identifying life choices and helping them overcome obstacles to achieve their goals. Focusing on the clients' strengths, the Peer Support Specialist will promote personal growth, development, and recovery. Using their lived experience, the Peer Support Specialist will support clients with the transition from homelessness to being housed. This position reports to the SOS Program Director.

Résumés without a cover letter may not be considered. In addition to information about qualifications, applicants must describe their interest in helping people experiencing homelessness and should include language describing their understanding of the causes of homelessness.

Schedule / Hours

- 40 hrs/wk, flexible with some nights and weekends may be needed
- Additional time will be spent in organizational meetings, meeting with external partners and coalitions, meeting with SOS residents, etc.

Key Area #1 - One to One Peer Support

- Provides individual peer support, drawing on common experiences as a peer, to validate clients' experiences and to provide guidance and encouragement to clients to take responsibility and actively participate in their own recovery.
- Helps clients identify, understand, and combat stigma and discrimination associated with mental illness and homelessness and develop strategies to reduce self-stigma. Helps other team members



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to identify and understand culture-wide stigma and discrimination against people with mental illness and homelessness and works to develop strategies to address stigma within the team.

- Maintains a work environment that is marked by respect for others; that values inclusiveness, and that fosters cooperation and teamwork.
- Appropriately responds to crises as they arise in a trauma-informed manner.
- Solicits, listens and responds to client feedback about services.
- Assist chronically homeless individuals transition into and maintain supportive housing up to one-year post move.
- Provides information and assists clients in skill-building activities, including Wellness Recovery and Action Planning (WRAP), goal setting, and problem-solving.
- Facilitates connections to substance misuse programs and to on-site/telehealth mental health resources.

Key Area #2 - Group Support

- Works to create a supportive working environment that encourages trauma-informed and culturally competent interactions that build collaboration and create a kind and respectful atmosphere.
- Provides group peer support, drawing on common experiences as a peer, to validate clients' experiences, and to provide guidance and encouragement to clients to take responsibility and actively participate in their own recovery.
- Engages clients in participating in the weekly neighborhood cleanups.

Key Area #3 - Data Collection and Documentation

- Maintains and ensures the confidentiality of all client information.
- Completes all necessary documentation including HMIS in a timely manner.
- Completes all required forms and reports in a complete and timely manner.

Key Area #4 Professionalism and Teamwork

- Understands and follows the related policies and procedures of the SOS operations..
- Attends required meetings and regular supervision, focusing on mastering the core competencies of the Peer Support Specialist profession.
- Attends and participates in formal and informal staff meetings and addresses client and program issues.
- Provides excellent internal and external customer service and communicates in a professional, timely, and effective manner.
- Actively participates, collaborates, and contributes to the multidisciplinary team to promote a team culture in which each client's point of view, experiences, and preferences are recognized,



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understood and respected, and in which client self-determination and decision-making in service planning are maximized and supported.

Other Responsibilities

- Complete other special duties and tasks as assigned by management.
- We are a dynamic and growing team and at times everyone is required to do a bit of everything. You may be asked to take on other responsibilities from time to time, but these should not get in the way of your ultimate responsibility which is supporting the SOS community and the individuals that reside there.

Qualifications Summary

- Prior or current recipient of mental health, substance and/or homeless services, with the ability to role model recovery, and who is actively participating in their own recovery. Two (2) years or more in recovery is preferred. All pathways are honored.
- One year or more of volunteer and/or paid experience is preferred.
- Peer Support Specialist training can be provided along with State of Colorado Credential.
- High School Diploma or equivalent.
- At least one year of being successfully housed is preferred.
- Experience in operating computerized office equipment and telephones.
- Reliable transportation is required.
- Familiar with Wellness Recovery and Action Planning (WRAP) facilitation is considered a plus.

Skills Needed:

- Time management with the ability to meet a timeline
- Excellent written and verbal communication
- Administrative Skills
- Conflict Mediation/Resolution Skills
- Ability to relate to people from diverse backgrounds and experience
- Trauma-Informed approach
- Creativity and flexibility
- Resilience and thick skin
- Anti-racist, anti-oppression lens

How to Apply:

Qualified persons may apply by sending a cover letter and resume to cuica@covillageco.org, attn: Cuica Montoya. Invitations for interviews will be extended upon review of qualified candidates until the position is filled. **Please submit a cover letter and resume by October 15, 2021.**



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Your cover letter should speak to your experience working with people experiencing homelessness and/or life challenges and should highlight if you have lived experience with homelessness, mental health, and/or substance misuse recovery.

Colorado Village Collaborative is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, gender identity, or expression, or pregnancy.

In accordance with CVC's duty to provide and maintain a workplace that is free of known hazards, and to comply with the City and County of Denver who has issued a Public Health Order requiring all city employees, as well as private-sector workers in high-risk settings, to be fully vaccinated against COVID-19 by Sept. 30, 2021. We are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.