

## PEER SPECIALIST

### **DESCRIPTION**

#### **CIDNY:**

The Center for Independence of the Disabled in New York (CIDNY) is the leading organization serving and representing people with disabilities in New York City. CIDNY's mission is the removal of barriers to full integration of people with disabilities. CIDNY helps people with disabilities to gain the skills and obtain the services they need to live independently in the community and advocates for fair and effective policies that improve the quality of life for people with disabilities. CIDNY is an Equal Opportunity Employer.

#### **General Description:**

**CIDNY is seeking a part time Peer Specialist** for Open Doors Transition Center program that assist individuals wishing to transition from institutional settings to the community. The Peer Specialist will provide one on one peer support to individuals and families in skilled nursing facilities and developmental centers to share their independent living experiences to support community living option.

**Reports to:** Director of Open Doors Transition Center

#### **Duties and Responsibilities:**

- Receive referrals from the program Director/Administrative Assistant and ensure peer process is followed through with each consumer as required by peer guidelines for the program
- Schedule peer visits with participant, family member or authorized care giver and when applicable coordinate initial visit with Transition Specialist
- Travels throughout NYC boroughs, make onsite visits and provide one on one peer service and share independent living skills with participants, family members and authorized care providers who are considering, or are in the process of, transitioning
- Ensures all significant client data and service provision details are current and accurate, and that they are documented in a timely manner into CIDNY's and the contracted provider's databases
- Discuss with participants, family members and authorized care giver their concerns about returning to the community and provide them necessary tools, information and support to address those concerns
- Communicate, collaborate relevant information with respective Transition Specialist
- Complete peer satisfactory survey when needed, maintain work log for each peer visit and activities
- Consult and report any barriers with the Transition Center Director
- Attends Agency's in-service training, monthly peer conference calls/meetings, as well as any other agency-related activities
- Perform other program-related duties as assigned

### **Qualifications, Skills, and/or competencies required:**

- Commitment to work approximately 15 hours per week (two days and six hours)
- Person with disabilities and experience of institutionalization preferred
- Direct experience working with people with disabilities, understanding of disability-related issues
- Knowledge of independent living skills, community and government/benefits resources
- Ability to actively listen and, when appropriate, counsel throughout the transition process as instructed
- Possess excellent written and oral communication and organizational skills
- Individual must possess time management skills to maintain caseload, documentation and administrative requirements
- Ability to travel in the New York City boroughs
- Possess strong work ethic, professionalism and problem solving skills
- Must be computer literate on basic Microsoft Programs and Internet search use

CIDNY is an equal opportunity employer. We value diversity in our workforce. We strongly encourage individuals with disabilities, women, racial/ethnic minorities and veterans to apply to all of our job openings. We seek all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law.

### **HOW TO APPLY**

Please send a thoughtful cover letter and resume to Dickey Dolma Lama, Director of Transition Center at [dlama@cidny.org](mailto:dlama@cidny.org). Do not send your letter and resume by fax. **Please use the job title as email header. NO PHONE CALLS PLEASE.**