

**Peer Mentor**

Reports To: Program Coordinator  
Status: Hourly  
Work Hours: varies  
Salary Range:



**EMPOWERMENT INITIATIVES** is an Oregon nonprofit corporation dedicated to being a catalyst in providing individuals who experience mental health issues opportunities for choice and development of personal goals, using the four principals of self-determination: freedom, authority, responsibility, and support. Empowerment Initiatives is a mental health consumer/survivor-lead and managed organization.

**General Summary of Duties:** Under the direction of the Program Coordinator, the Peer Mentor provides 1:1 peer-to-peer supports to help residents process and address feelings, manage symptoms, relate with others, and successfully maintain housing. Peer Mentors support and facilitate community inclusion, employment/volunteer/schooling opportunities, and wellness through the provision of skills training, group activities, and resource referral. They complete daily documentation, address sub-crises and crises as necessary, and work as part of an inter-agency support team.

**Essential Job Duties:**Mentoring:

- Provide on-the-spot, peer-to-peer 1:1s per resident request to:
  - Process feelings, anxiety, etc.;
  - Assist in symptom management and coping with symptoms;
  - Aid in problem resolution;
  - Discuss boundaries and relationship issues;
  - Provide support; and
  - Address other issues as identified by resident.
- As appropriate, uses examples of personal experiences to give hope and encouragement in residents' wellness and recovery processes
- Facilitate person centered planning process for goal attainment per resident request
- Facilitate recovery action planning per resident request
- Prevent evictions and increase housing stability through education, advocacy, and support around tenancy requirements.
- Guide and facilitate the development of residents' self-advocacy skills as needed and desired by the residents

Community Integration, Resources, and Wellness Supports:

- Provide resource referrals for discounted or free items such as computers, clothes, etc.

- Aid residents in community integration as follows:
  - Provide skills training 1:1 or groups on community integration through which residents are informed about the resources in the community (social service, recreation, social, clubs, etc) and how to access them; and
  - Provide group outings to organizations, clubs, etc to help residents access and use resources in the community.
- Facilitate volunteer/employment/schooling activities as appropriate, provide referral to community resources/agencies/supports that help residents pursue these goals
- Facilitate wellness activities on-site and access to community wellness activities and resources

Documentation:

- Write a log summary per shift communicating services provided to residents and other salient information to other support staff
- Complete daily tracking sheet detailing services provided to residents
- Complete incident reports as necessary and provide copies to appropriate parties

Crisis Management

- Assess sub-crisis and report to Clackamas County Community Health
- Ensure that 911 is called during crisis as warranted and report to Clackamas County Community Health

Other Duties:

- Participates in staff meetings and trainings.
- Participates in workgroups as assigned by supervisor.
- Other duties as assigned

**Qualifications:**

- Identify as a psychiatric consumer/survivor/ex-patient or person with mental health issues.
- Be at least twenty-one years of age.
- Understand and be committed to whole life planning as a means of recovery from mental health issues.

Ability to:

- Treat all residents with dignity and respect.
- Maintain a punctual and good attendance record.
- Work successfully as part of a multi-agency team.

- Possess or have the ability to acquire through staff training a good working knowledge of procedures pertaining to: resident rights, abuse and neglect, confidentiality, person directed planning, integrating persons with disabilities into the community.
- Relate well with residents, families, other agency staff, and multi-agency team members.
- Remain calm and follow appropriate protocol in stressful situations.
- Exercise judgment and initiative in providing services to residents. Able to follow oral and written direction.
- Provide supports for persons with potentially aggressive behaviors.
- Communicate effectively (read, write and understand) in English.

Knowledge of:

- Community resources including, but not limited to Social Security Disability and Social Security Income, Medicaid, OHP, Medicare, Department of Vocational Rehabilitation, housing, transportation and low income resources and other generic community and disability-related resources.
- Mental illness and the effects of mental illness.
- The core principles of self-determination and the Consumer/Survivor Movement and its history.

Licenses, Certifications and Special Requirements:

- Possess a valid driver's license and a good driving record, and access to vehicle for transportation on the job OR possess ability to utilize public transportation in a way that does not interfere with punctuality and attendance
- Criminal history must meet or exceed company standards at time of hire and be maintained at this level throughout employment.

Reasonable Accommodation:

Reasonable accommodation will be provided to support an individual with mental health issues or other disabilities to perform this job. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability, and Empowerment Initiatives' ability to accommodate the limitation.