



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
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Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 25-010 **POSTING DATE*:** **FROM:** 2/11/25 **TO:** 4/30/25

JOB TITLE: Peer Specialist (Pending)

RATE OF PAY: \$43,251/yr. (\$22.18/hr.)

LOCATION: Ontario County Mental Health Services

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

See attached job description:

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

PEER SPECIALIST

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, or higher.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENTS – AT TIME OF APPOINTMENT:

1. Possession of a valid New York State Operator's license and maintenance of such license throughout the tenure of employment in the position.
2. Openly self-identifies as a person who has direct personal experience living a life of recovery, overcoming the challenges resulting from diagnosis of mental illness.
3. Not currently psychiatrically hospitalized and is willing and steadfast to maintaining their recovery.

SPECIAL REQUIREMENTS – AT TIME OF PERMANENT APPOINTMENT: Must be a Certified Peer Specialist or be willing to work towards NYS Academy of Peer Services Credentialing (or another Office of Mental Health approved credentialing program) upon hire that includes completion of required education, training and experience to be completed with in the first year of hire and maintenance of such certification throughout the tenure of employment in the position.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility of providing peer support services to youth, adults, and families struggling with mental health both individually and in the community. Incumbents will participate as part of a multi-disciplinary team to plan and provide appropriate treatment interventions to assist individuals in regaining and retaining psychiatric stability and a wide range of other functional abilities. The Peer Specialist, in consultation with other mental health professionals and paraprofessionals, is responsible for meeting the needs of the individuals assigned within their scope of practice. The work is performed under the direct supervision of Supervising Social Worker, Director of Community Mental Health Services or Deputy Director of Community Mental Health Services. Supervision of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Works with individuals or families (adults and/or children) to identify and give voice to their own recovery path, meeting people with compassion and empathy;
 Assists Clients in developing empowerment skills and combating stigma through self-advocacy;
 Teaches and role models the value of every individual's recovery experience;
 Provides support care services, involving assistance with completing tasks independently, such as making phone calls to community providers, filling out paperwork or attending appointments and/or meetings;

PEER SPECIALIST

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Provides verbal and written information clearly and accurately;
Assists in problem solving, decision making, and goal planning including but not limited to, the creation and adjustment of person-centered goals or Wellness Recovery Action Plans;
Participates in treatment team meetings to support client recovery and the efficacy and/or revision of client's treatment plan goals or strategies and methods;
Participates in ongoing learning experiences and trainings as required and/or to obtain and maintain NYS Academy of Peers Credentialing or another Office of Mental Health approved credentialing program;
Prepares, maintains and organizes a variety of records and reports commensurate with their peer position, to support client's recovery;
May operate a motor vehicle in responsible manner to safely transport clients of all ages to various to and from appointments in all weather conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of recovery and overcoming challenges resulting from a diagnosis of mental illness to assist others with recovery; good knowledge of the signs and symptoms of mental illness and active substance use; working knowledge of community resource agencies, services and programs available; working knowledge of and skill to teach the activities involved with daily living skills such as money management, cooking, shopping, sports and purposeful leisure activities and the barriers associated with access/completion of these activities created by mental illness and/or substance use; ability to successfully work with and serve a diverse local community; ability to understand and follow oral and written directions; ability to work with individuals who live with mental health and substance use concerns and/or barriers; ability to recognize and get appropriate help in emergency and crisis situations; ability to maintain successful working relationships with people both within and outside the agency; ability to provide support to people in the areas of emotional, social, economic, and vocational problems; ability to work as part of a team; ability to collect, organize, analyze, interpret, and report data and information; ability to communicate effectively both orally and in writing; initiative; tact; good judgement; emotional stability; maturity; patience; physical condition commensurate with the demands of the position.

APPROVED: DECEMBER 11, 2024

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTION: COMMUNITY MENTAL HEALTH

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES