



Peer Specialist

REPORTS TO: Team Leader

TOTAL HOURS: 19 Hours per week/Part-Time

RATE OF PAY: \$20.80/hr

DEPARTMENT: Assertive Community Treatment

LOCATION: Freeport- ACT Office(s)

EEOC STATUS: Service Worker/Non-Exempt

SAIL does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expressions, national origin, age, disability, veteran status, marital status, or based on an individual status in any group or class protected by applicable federal, state or local law. SAIL welcomes and encourages applications from minorities, women, the disabled, protected veterans, and all other qualified applicants.

General Description

Provides person-centered planning and delivery of services to recipients and will act as a recovery coach to assist clients in working towards stability. This position will utilize their recovery expertise, lived experience and serve as a role model to educate recipients about self-help techniques to recipients.

Duties and Responsibilities

- Educate recipients about self-help recovery opportunities and the benefits of group processes
- Assist in the development of community support systems and resources or networks
- Teach symptom management skills; build on and enhance effective coping strategies and skills based on personal experience
- Be responsible for bridging services by developing trust and rapport with recipients
- Helps to increase socialization for identified clients when needed/requested
- Provides supportive counseling and education in areas such as medication management, symptom management and developing coping strategies
- Utilizing effective engagement skills to connect, use mutually shared insights to encourage problem solving and utilization of tools that will assist in lessening or alleviating current and future crisis.
- Assists in clarifying rehabilitation and personal recovery goals
- Engage clients in defining personal goals in life (and beyond ACT)
- Develop linkages and new supports
- Develops community-based relationships with emergency service programs, housing agencies, social services, self-helper/peer-run services, natural community supports, including parenting programs, churches/spiritual centers or local groups and/or rehabilitation services, ACCESS-V/educational institutions.
- Utilizes the Child and Adult Integrated Reporting System (CAIRS) as needed
- Participates in routine supervision with the Team Leader
- Responds to emergency situations as appropriate.
- Submits all required documentation and reports in a timely manner as per the Agency Policies & Procedures.
- Attends work related workshops/conferences as program schedule permits.
- Accepts and follows through on all other duties as assigned.

Qualification and Competencies

- High School Diploma preferred.
- At least 2-3 years' experience as a mental health recipient, who has successfully utilized opportunities for personal growth. Ability to respond appropriately to supervision and work as a team member.
- Certified by the Academy of Peer Services or undergoing certification is preferred.

Physical Demand and Working Conditions:

- Close in-person interaction with clients and coworkers
- At least 80% of contacts take place in the community
- ACT team provides 24-hour coverage for crisis services (no on-call responsibilities)
- Team had direct involvement in at least 70% of hospital admissions and discharges
- A minimum of 6 face to face contacts monthly per recipient is required
- Scheduled work hours are as needed based on Program needs.

Special Conditions of Employment:

- Submits to Fingerprint/Criminal background check
- Submit valid driver’s license
- Submit copy of current car insurance
- Adheres to HIPAA Policies & Procedures/Compliance Plan.
- Mandatory trainings.

This job description does not restrict management’s right to assign or reassign duties and responsibilities to this job and is subject to change at any time.

By signing this document, I hereby acknowledge the following:

I have received, read, and understand the above job description and requirements.

I understand that I have been provided the opportunity to discuss any questions regarding the information above and that I may continue to discuss or present any questions in the future.

I understand that any violation of the expected job duties stated above may be cause for disciplinary action up to and including termination.

Employee Name (PRINT):	Date:
Employee Signature:	
Supervisor/Director:	Date:
Human Resources:	Date:
Last Modified: 03/2026	