

JOB OVERVIEW

JOB TITLE	Peer MHPC Outreach Specialist
DEPARTMENT	Mental Health Peer Connection (MHPC)
LOCATION	Buffalo, NY
DIRECT SUPERVISOR	MHPC Director

GENERAL JOB DESCRIPTION

Promote Mental Health Peer Connections (MHPC) programs and services to the community and Behavioral Health providers through ongoing outreach. Develop community-based relationships with potential employers to promote MHPC vocational program. Work closely with MHPC's vocational staff to identify community employers.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Seek out individuals with Behavioral Health disabilities in the community and encourage, educate and inform them about the benefits of MHPC services.
2. Seek community agencies that may serve people diagnosed with Behavioral Health disabilities and encourage, educate and inform them about the benefits of collaborating with MHPC.
3. Present to facilities that serve people with Behavioral Health disabilities on the benefits of MHPC services, as well as share personal experience in obtaining Behavioral Health services, and seeking employment.
4. Individual presentations to community employers on MHPC's vocational program.
5. Work with MHPC's vocational staff to identify companies who support hiring employees with behavioral health disabilities.
6. Individual presentations to community organizations and recipients of Behavioral Health services, including the benefits of utilizing the Renewal Center for Crisis diversion services.
7. Following up with Renewal Center Referrals the day after utilizing Renewal Center services.
8. Identify and schedule relevant community presenters for the MHPC Bi-weekly staff meeting.
9. Point staff for identifying and facilitating MHPC involvement in at least two community events specific to individuals with disabilities.
10. Facilitate peer support for self-help groups virtually or in the community.
11. Gather stories and articles to complete and distribute the MHPC quarterly newsletter.
12. Attend Agency's in-service training and staff meetings as well as any other Agency related activities as instructed.
13. Participate in maintaining a neat, clean and safe work environment.
14. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

High School Diploma or equivalent

OR

Associate degree in Human Services related field

OR

Bachelor's degree in Human Services related field

KNOWLEDGE & EXPERIENCE (if required)

- Must possess two (2) years of work experience in providing vocational services to individuals with behavioral health disabilities.
- Professional and life experience may be considered in lieu of, in full or part of academic credentials.

High school diploma, or equivalent, requires eight (8) years of work experience with all disabilities.

Associate Degree requires six (6) years of work experience with all disabilities.

Bachelor's Degree requires four (4) years of work experience with all disabilities.

SKILLS & ABILITIES

- Possess knowledge of persons with disabilities, as well as federal and state laws pertaining to the rights of persons with disabilities.
- Must have reliable transportation in order to travel throughout Western NY.
- Ability to work independently at all WNYIL locations and within the community.
- Understanding or ability to learn resources in the delivery systems for populations with disabilities and how to connect consumers to more intensive services.
- Must have intermediate level knowledge of computers including the use of excel spreadsheets, databases, word processing, and networks.
- Must have excellent verbal and written communication skills, good organization and analytical skills.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.
- A desire to advocate for the rights of others is essential.

WORKING CONDITIONS

WORK ENVIRONMENT	Office/Community
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds.
HOURS / SHIFTS	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Flex time sometimes necessary on Saturdays Overtime is rarely required.
CLASSIFICATION	Full-time, salary, non-exempt, professional. Range: \$42,000 - \$45,000
BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match.

Employee Assistance Program

OTHER

Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols.

Western New York Independent Living, Inc. is an Equal Opportunity Employer.
Reasonable accommodations will be made for people with disabilities.
Western New York Independent Living, Inc. is a scent-free Agency.

POSTING INFORMATION

Closing Date: April 27, 2026

Cover Letter and Resume Required to:

Human Resources Department
WNY Independent Living, Inc.
3108 Main St.
Buffalo, N.Y. 14214
Employment@wnyil.org