JOB OVERVIEW	
JOB TITLE	Peer Support Specialist
DEPARTMENT	Mental Health Peer Connection (MHPC)
LOCATION	Buffalo, NY.
DIRECT SUPERVISOR	Assistant Director of Mental Health Peer Connection (MHPC)

GENERAL JOB DESCRIPTION

To provide peer support to individuals, with lived mental health experiences through positive self-disclosure, to assist in obtaining their goals related to Independent Living, vocations and improve Quality of Life.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Assist individuals with mental illness complete a Quality-of-Life Self-Assessment.
2. Educate and assist individuals with developing Psychiatric Advance Directives (PADs) when necessary.
3. Support individuals in learning how to live in the community in a healthy manner.
4. Provide advocacy when dealing with medical or mental health personnel, housing, independent living skills, benefits advisement, peer support, information and referral and mobility training.
5. Assess benefit forms for each individual served.
6. Provide rapid employment techniques and skills needed for mental health recipients to assist in finding employment.
7. Provide peer counseling to recipients of mental health services.
8. Facilitate weekly peer support self-help meetings regarding quality-of-life concerns.
9. Staff the Monday evening support group once every four to six (4 to 6) weeks between the hours of 5:00pm and 8:30pm (evening hours to be flexed within the same work week)
10. Provide mobility training and services.
11. Accurately document consumer services and required paperwork to Western New York Independent Living, Inc (WNYIL's) Electronic Consumer Record (ECR) within two (2) working days of the date of service.
12. Attend Agency's in-service training and staff meetings as well as any other agency-related activities as required.
13. Participate in maintaining a neat, clean, and safe work environment.
14. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

- Candidate must be a certified NYS Certified Peer Specialist/Provisional, within one (1) year of being hired.
- Professional and life experience may be considered in lieu of, in full or part of academic credentials.

High school diploma or equivalent
OR
Associate Degree in social work, rehabilitation counseling, psychology or related human services field.
OR
Bachelor's Degree in social work, rehabilitation counseling, psychology or related human services field.

KNOWLEDGE & EXPERIENCE (if required)

- Experience working with individuals with disabilities is preferred.

High school diploma or equivalent requires four (4) years' related work or volunteer experience with people with mental illness.
Associate degree requires two (2) years' related work or volunteer experience with people with mental illness.
Bachelor's degree requires one (1) year of work or volunteer experience with people with mental illness.

SKILLS & ABILITIES

- Must be able to type thirty-five (35) words per minute.
- Applicants must be a current or former consumer of mental health services.
- Ability to travel independently and commute to sites in all counties WNYIL operates is required.
- Must have intermediate level of knowledge of computers including the use of Excel spreadsheets, databases, word processing and networks.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

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. Mondays: 5:00 pm – 8:30 pm once every 4 to 6 weeks. Overtime is rarely required.
CLASSIFICATION	Full-time, salary, non-exempt, Professional staff. Salary: $40,000 - $42,000
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.

JOB POSTING

Closing Date: November 24th, 2026
Cover Letter and Resume Required to:

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