



## **Heading Home**

**Job Title:** Senior Peer Worker  
**Program:** Senior Peer Case Management (SPCM)  
**Reports To:** SPCM Program Director  
**Hours:**  
**Pay:**

### **Position Summary:**

The Peer Support Worker shall provide peer support and case management to SPCM program participants.

### **Essential Duties & Responsibilities of a Peer Support Worker include:**

- Determines SPCM program participant needs by conducting initial assessments
- Provide peer support and case management services to SPCM program participants which includes but is not limited to assisting participants in securing appropriate resources for medical and behavioral health services, obtaining food assistance, learning basic money management skills and expansion of their social network
- Documentation of all visits made to program participants
- Other duties as assigned

### **The responsibility of all Heading Home employees includes the following:**

- Always represent and promote Heading Home in a positive and professional manner
- Maintain good attendance and punctuality in keeping with Heading Home policies
- Attend all staff and organizational meetings as required
- Observe and practice safe work habits and practices in compliance with regulations, statutes, and organizational policies
- Maintain guest and organizational confidentiality in compliance with organizational policies and procedures
- Read, understand, and comply, with all guidelines of the Heading Home Employee Handbook

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

### **Skills:**

- Ability to communicate effectively both orally and in writing
- Knowledge of area service providers and community resources

**Requirements:**

- CPR/First Aid certification within 30 days of employment
- Ability to navigate stairs, ladders, and uneven terrain
- Valid New Mexico driver's license and reliable transportation

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: \_\_\_\_\_  
SPCM Peer Support Worker

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
SPCM Program Director

Date: \_\_\_\_\_