

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

PEER ASSISTANT (HELPS PROGRAM) OR PEER SPECIALIST

(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

The Madison County Mental Health Department seeks full-time Peer Assistant or Peer Specialist.

Peer Assistant: The work involves responsibility for utilizing various outreach strategies that encourage peers to engage with others and utilize available services and supports. The incumbent will refer participants to needed services, including behavioral and physical health care, employment, financial supports, education and social activities that promote community integration. This position differs from the Peer Specialist position in that the Recovery Center Coordinator will provide close supervision initially to ensure the incumbent is suitable to meet with peers alone. The work is performed under the direct supervision of the Recovery Center Coordinator and the administrative supervision of the Director of Community Mental Health Services. Supervision over the work of others is not a function of an employee in this class. The incumbent performs related work as required.

Peer Specialist: The work involves responsibility for utilizing various outreach strategies that encourage peers to engage with others and utilize available services and supports. The incumbent will refer participants to needed services, including behavioral and physical health care, employment, financial supports, education, and social activities that promote community integration. The work is performed under the direct supervision of the Recovery Center Coordinator and the administrative supervision of the Director of Community Mental Health Services. Supervision over the work of others is not a function of an employee in this class. The incumbent performs related work as required.

Peer Assistant (HELPS Program): Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma **and** must show proof of **New York Certified Peer Specialist-Provisional Status** approved by the New York State Certification Board is required at time of application.

SPECIAL REQUIREMENT: New York Certified Peer Specialist certification is required no later than upon eighteen (18) months from date of hire. Maintenance of said certification is required for the duration of appointment.

NOTE: Candidates must possess a valid NYS Driver's License at the time of appointment and maintenance of said license for the duration of appointment.

2025 Hire Rate-Peer Assistant: \$21.90/hr (37.5 hrs/wk)

Peer Specialist: Open Competitive Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of a New York Certified Peer Specialist certification is required at time of application and maintenance of said certification for the duration of appointment.

NOTE: Candidates must possess a valid NYS Driver's License at the time of appointment and maintenance of said license for the duration of appointment.

2025 Hire Rate-Peer Specialist: \$22.94/hr (37.5 hrs/wk)