

DATE POSTED: 2/26/21

DEADLINE FOR APPLICATIONS: 3/12/21

# **Job Posting**

## **Peer Respite Staff**

Hours per week: as needed

Must be available to work mornings, evenings, overnights, and weekends.

Possible shifts include: 6-9 AM, 7-11 AM, 7AM-Noon, 3-11 PM, 4-11 PM, 7 PM-Midnight, 11 PM-6 AM, 11 PM-7 AM, Midnight-7 AM

Location: 108 Pleasant St, Claremont

Stepping Stone is seeking individual(s) with lived experience to work per diem (as needed) in the Peer Respite program.

See attached Job Description for responsibilities.

Training Requirements:

- must be certified in Intentional Peer Support (IPS) or attend the next scheduled IPS training to become certified and attend Co-reflection and IPS Refresher as required to maintain certification
- must have completed WRAP® Seminar I training or attend the next scheduled training
- must attend Peer Respite trainings
- must attend additional trainings as determined by your supervisor
- must be able to travel out of town and stay overnight for training as needed

To apply:

Complete an application and give to Shanon Pyatt at Stepping Stone or Susan Seidler at Next Step. For more information please call Shanon at 603-543-1388.

All requests for information and applications are held in confidence.

Consumers and Members are encouraged to apply.  
EOE.

# Job Description – Crisis Respite Staff

**Location:** 108 Pleasant Street, Claremont, NH

**Employee Type:** part-time, per diem, non-exempt

**This position is supervised by:** Respite Coordinator

## **General Responsibilities:**

The Crisis Respite staff provides peer support to guests in the Peer Respite Program to ensure high quality service delivery and completes documentation of service delivery. The Crisis Respite staff promotes the tasks, principles, and values of Intentional Peer Support and adheres to Member and staff policies and procedures.

## **Specific Responsibilities:**

### Peer Support

1. To understand and model Trauma Informed Intentional Peer Support and its values.
2. To understand WRAP® and provide support to guests working on a WRAP®.
3. To understand and uphold the Member Rights and Responsibilities, House Rules, and other Member policies and procedures.
4. To provide peer support to crisis respite guests at whatever time of day or night requested by the guest.
5. To be familiar with the groups and schedules for all agency sites.

### Agency Support & Paperwork

1. To review the previous shift Peer Respite Notes.
2. To complete Peer Respite Notes each shift worked.
3. To follow the Respite Guest Checklist.
4. To complete the Exit Interview and a Crisis Interview as directed by the Respite Coordinator or his or her designee.
5. To complete an Incident Report as needed and distribute the completed form to the appropriate person.
6. To ensure the site is clean at the end of every shift.

### Attendance

1. To be punctual according to the staff schedule or individual notification from Respite Coordinator, Support Coordinator, or Executive Director.
2. To complete staff timesheet accurately and on time, and sign it at the end of each pay period.
3. To check individual staff mailbox on every shift.
4. To submit in writing requests for planned time off to the Respite Coordinator by the 15<sup>th</sup> of the month before the time off.
5. To notify the Respite Coordinator or the on-call staff as soon as possible in the case of an unplanned absence.
6. To attend staff meetings.
7. To attend all required trainings.

### General

1. To notify the Respite Coordinator, Executive Director, or on-call staff every time the police, fire department or ambulance arrives at the Center.
2. To understand and demonstrate healthy boundaries and model good self-care.
3. To perform other duties as assigned.

## **Minimum Qualifications:**

1. High school diploma, GED, or equivalent knowledge.
2. Proven ability to adhere to strict confidentiality standards.
3. Written and verbal communications skills.
4. Willingness to learn.
5. Ability to meet deadlines and prioritize effectively.
6. Ability to work independently and as part of a team.
7. Reliable transportation.
8. Ability to lift a maximum of 10 pounds, walk up and down stairs, and sit or stand for a majority of the workday.