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# Example of Peer Support Job Description

Our company is looking to fill the role of peer support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for peer support

* Develop and deliver ongoing stakeholder training, including hosting bi-weekly updates, monthly trainings and developing training materials such as presentations, short videos and Knowledge Base articles
* Respond to customer service requests submitted through a service management system providing administrative guidance and consultation
* Evaluate, analyse, and research issues and questions for escalation and correction
* Participate in the development and delivery of the annual conference sessions
* Support volunteer EICs in the on-line peer review process by taking on administrator responsibility for multiple Society society ScholarOne Manuscripts (S1M) sites other manuscript peer review/manuscript submission sites
* Health promotion / education and risk reduction counseling
* Appointment reminder phone calls
* Addressing barriers to appointment adherence by arranging for mental health, Substance use, child care, transportation, and translation services
* Doing home visits, as needed
* Assistance with entitlements / insurance applications

## Qualifications for peer support

* Must be able to travel at least 50% of the time in the Dallas, TX area to client and / or patient sites
* Must have earned an “A” or “B” in each course for which tutoring will be provided or in a subsequent course for which the course is a prerequisite
* Self-identified person currently or formerly receiving mental health services
* Must have thorough knowledge of Standard American English, grammar, spelling and punctuation
* Strong interpersonal skills with ability to work well with all levels of stakeholders and internal staff members
* Certified Peer Specialist / Provisional Certified Peer Specialist / Certified Family Support Specialist preferred OR the ability to complete training program within 1 year of employment