Downloaded from <https://www.velvetjobs.com/job-descriptions/peer-support>

# Example of Peer Support Job Description

Our innovative and growing company is looking for a peer support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for peer support

* Completing and submit documentation of services provided in a timely and efficient manner
* Provide information to firms and peer reviewers on administrative policies and procedures
* Coordinate with internal departments to address membership issues
* Provide assistance and information to firms and members enrolled or seeking enrollment in the Peer Review Program
* Assist members in working with their care coordinator or treatment team in self advocacy to determine the steps he/she needs to take in order to achieve these goals and self-directed recovery
* Assist members in setting up and sustaining self-help (mutual support) groups, means of locating and joining existing groups
* Utilize tools such as the Wellness Recovery Action Plan (WRAP) to assist clients in creating their own individual wellness and recovery plans
* This position requires you to have a Colorado Peer Support Certification at time of application
* This is a staff level position with responsibilities key to the success of the InteCare Supportive Services for Veteran Families (SSVF) Program to ensure that Veterans and their families obtain and maintain permanent housing, needed coordination and linkage to supportive services
* This position is vital to the successful engagement of all Veterans and their families “where they are” and assist with guiding and supporting them through the process

## Qualifications for peer support

* Strong computer skills including mastery of Excel for data entry and illustration
* Ability to communicate effectively and provide recommendations to leadership
* Ability to interface with Information Services and Business Intelligence systems
* Ability to analyze, synthesize and summarize data and effectively assists others in interpretation of data
* Is self-directed and works independently
* Is thorough and detail oriented