

**TOMPKINS COUNTY CIVIL SERVICE  
VACANCY  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Peer Specialist

**SALARY:** \$20.76/hr Hire Rate \$21.85/hr Work Rate (after 9 months)

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 09/30/24

**THE FINAL DATE TO FILE APPLICATIONS:** 10/31/24

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 11/01/24

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**MINIMUM QUALIFICATIONS:**

Completion of a high school diploma or GED

**SPECIAL REQUIREMENTS – must be met at time of appointment:**

Publicly self-identify as a person who has direct personal experience living a life of recovery, overcoming the challenges resulting from a diagnosis of mental illness.

Current or former recipient of mental health or dual diagnosis services

Not currently hospitalized

Have sufficient knowledge of recovery, overcoming challenges resulting from a diagnosis of mental illness to assist others with recovery.

Certified Peer Specialist or willingness to work towards NYS Academy of Peer Services Credentialing upon hire that includes completion of required education, training and experience to be completed within the first year of hire.

Valid NYS Driver's license or the ability to navigate the Transportation system in Tompkins County.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

**DISTINGUISHING FEATURES OF THE CLASS:**

This work involves the responsibility for providing peer support services to adults struggling with mental health both in the agency and the community. The work involves participating as a part of a multi-disciplinary team to plan and provide appropriate treatment interventions to assist individuals in regaining and retaining psychiatric stability and a wide range of other functional abilities. The Peer Specialist, in consultation with other mental health professionals and paraprofessionals, is responsible for meeting the needs of the individuals assigned, within their scope of practice. This work requires general computer skills and the ability to speak comfortably in a small group of peers. The work is performed under the direct supervision of the Program Director, or their designee. The work is assigned in the form of clear-cut assignments and completed following standard written procedures and guidelines. Supervision of others is not a function of this position. Supervision will be provided by a Certified Peer Specialist in addition whenever available. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Provides the perspective of and advocacy for the service recipient in program development and the carrying out of rehabilitative group sessions or one on one activities.
- Works with individuals to identify and give voice to their own recovery path, meeting people with compassion and empathy.
- Assists clients in developing empowerment skills and combating stigma through self-advocacy
- Teaches and role models the value of every individual's recovery experience
- Provides supportive case management services, involving assistance with completing tasks independently- such as making phone calls to community providers with individuals, filling out paperwork or attending appointments/meetings.
- Provides verbal and written information clearly and accurately.
- Assists clients in problem solving, decision making, and goal planning (both creation and adjustment of person-centered goals or Wellness Recovery Action Plans).
- Participates in a multi-disciplinary team to discuss efficacy of and revise treatment/program strategy and methods.
- Participates in ongoing learning experiences as required and/or to obtain or maintain NYS Academy of Peers Credentialing.
- Prepares, maintains and organizes a variety of records and reports, commensurate with position, to support clients' recovery.
- Physical demands of the job vary, location where work will be performed varies across the community including, but not limited to clients' homes, hospitals, schools, community agencies, transportation vehicles, as well as in the office. Work is primarily sedentary with some walking, carrying and lifting light items and accessing transportation.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Identifies as a service recipient and uses their lived experience to connect with individuals served
- Ability to build a fund of knowledge of the local community service agencies and their available programs.

- Working knowledge of and skill to teach the activities involved with daily living skills such as money management, cooking, shopping, sports and purposeful leisure activities and the barriers associated with access/completion of these activities created by mental illness and/or substance use.
- Knowledge of the signs and symptoms of mental illness and active substance use.
- Ability to work with individuals who live with mental health and substance use concerns/barriers.
- Ability to recognize and get appropriate help in emergency and crises situations.
- Ability to maintain successful working relationships with people both within and outside the agency.
- Ability to provide support to people in the areas of emotional, social, economic, and vocational problems.
- Initiative; tact; good judgment; emotional stability; maturity; patience.
- Ability to successfully work with and serve a diverse local community.
- Ability to understand and follow oral directions.
- Must be friendly, personable, pleasant, and outgoing. Working well as part of a team.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.
- The employee models appropriate self-care and use of Wellness Recovery Action Plans in the work environment.
- Adheres to the values and ethics of NYS OMH Certified Peer Specialists

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â-

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850