



Center for Self Advocacy Inc.

2529 Delaware Ave Buffalo NY 14216

716-316-2394

CENTER4SA.ORG



**Job Description
Peer Mentor
Program “Listen to Me”
Center for Self Advocacy, Inc. (CSA)**

Basic Function:

The Peer Mentor will provide peer support through video conference software (i.e. Zoom and conference calls); use communication and active listening skills; be empathetic to those receiving services.

1. Promote CSA Programs and activities in the community as assigned.
2. Provide 1 on 1 and or group support through various technologies (i.e. Zoom or by phone)
3. Communicate effectively with coworkers, supervisors and when working with people receiving services and use active listing skills.
4. Understand protocols put in place by the Center for Self Advocacy Inc. and act on those protocols when necessary.
5. Be responsible for ensuring that all confidential information is processed maintained and protected per HIPPA regulations.
6. Be professional when communicating to service providers and other organizations
7. Provide written documentation for all individual and group contacts on a timely basis. Complete forms, notes and timesheets in a timely manner.
8. Work with staff on completing all necessary applications, intakes, reports and case notes according to deadlines as directed. Must report for work on time per established schedule.
9. Understand Care Coordination and other support systems.
10. Present CSA programs professionally i.e. through public speaking, training, phone calls and emails.
11. Have a basic understanding of Microsoft office with a focus on Microsoft Word, Outlook and PowerPoint
12. Attend assigned CSA meetings as directed.
13. Comply with all agency policies and procedures.
14. Works with CSA administration to ensure that quality service is provided.

“ We help people with developmental disabilities work and advocate within their community and have an independent and productive lifestyle ”



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Looking for someone outgoing that can be empathetic and communicate effectively. Someone that has experience as a Self-Advocate and helped people using their knowledge and experience. CSA is looking for individual with an identified disability to fill this unique role.

At this time during COVID 19 this position will be done remotely.

- 1 .Please submit your resume to Samuel R. Mattle smattle@center4sa.org
2. Please be prepared to do a 5-minute presentation about ‘You’ or a topic you are knowledgeable about.
3. We will do a practice phone call.
4. Please provide 2 references 1 personal reference and 1 professional reference
5. Candidate must pass a background,

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