



# Southern Tier Independence Center

## *Access your world.*

Position Title	Peer Counselor	HR USE ONLY	
Date Issued	August 2025	Hour Per Week/ Status	35 hours/week, Full-Time
Date Revised		Hourly Rate	\$17.00/hour
Reports to	Peer Counseling Supervisor	FLSA Status	Non-exempt
Department	Peer Counseling	Location	Broome, Tioga, Chenango

### Summary

The Peer Counselor provides support and guidance to individuals with disabilities to promote independence, self-advocacy, and community integration in alignment with STIC's mission and values. This role offers peer counseling and independent living skills training, with a focus on supporting participants in the Consumer Directed Personal Assistant (CDPA) program. The Peer Counselor advocates with and on behalf of consumers, and connects them with relevant services and funding opportunities.

### Education and Experience:

- Two years of college or equivalent experience preferred. Personal experience with a disability, essential.

### Knowledge, Skills, and Abilities

1. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
2. Strong leadership and team management skills.
3. Knowledge of housing programs, resources, and regulations.
4. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
5. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
6. Ability to communicate effectively, both verbally and in writing.
7. Demonstrate professional work habits including dependability, time management, independence and responsibility.
8. Knowledge of ethical and professional responsibilities and boundaries.
9. Excellent attention to detail and organizational skills.
10. Ability to multi-task and work effectively in both a team and individual setting.
11. Capacity to work in various settings, including home visits and community-based locations.
12. Valid driver's license, access to a reliable and insured vehicle, and compliance with all applicable state regulations, including required vehicle inspections and driving record checks. Accommodations may be provided for employees who provide travel training on public transportation or telehealth.

### Essential Job Functions

1. Actively support STIC's mission, philosophy, and values, and our pursuit of community integration for all people with disabilities.
2. Provide peer counseling/support and independent living skills training to consumers with disabilities
3. Support consumers in the Consumer Directed Personal Assistant (CDPA) program by providing guidance, information, and peer-based support.
4. Advocate with and/or on behalf of people with disabilities on a wide variety of issues.

5. Assist consumers to apply for Individual Support Services funding and/or make referrals to other services/programs.
6. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
7. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
8. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
9. Perform all other duties relevant to the position as requested.

**Physical Requirements/Working Conditions**

- Ability to sit/stand throughout day to accomplish job.
- Ability to reach above shoulder level.
- Ability to turn/twist upper body.
- Ability to enter data, notes, and other documentation into a computer.
- Must be able to travel throughout covered territories in Upstate NY as needed.
- Ability to use hand for repetitive action and fine manipulating for the purpose of keyboarding
- Occasionally work a flexible schedule that may include early mornings, evenings, and/or weekends.

*Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.*

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.*

**I have read and understand the responsibilities outlined in this job description.**

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_