



Southern Tier Independence Center

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Position Title	CDPA Peer Counselor	HR USE ONLY	
Date Issued	August 2025	Hour Per Week/ Status	35 hours/week, Full-Time
Date Revised	December 2025	Hourly Rate	\$17.50/hour
Reports to	CDPAP Director	FLSA Status	Non-exempt
Department	Consumer Directed Personal Assistance	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 Program (CDPAP) program. The Peer Counselor advocates with and on behalf of consumers and connects them with relevant services and funding opportunities.

Education and Experience:

1. Two years of college or equivalent experience preferred.
2. Personal experience with a disability, essential.
3. Experience with consumer directed services.

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. Accommodation 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. Gain thorough knowledge of the CDPA program and collaborate with the Director to address any questions or concerns.
4. Support consumers in CDPAP by providing guidance, information, and peer-based support.

5. Perform routine phone check-ins with consumers and Personal Assistants (PAs), and notify facilitators of any potential issues or concerns related to consumers on their caseloads.
6. Advocate with and/or on behalf of people with disabilities on a wide variety of issues.
7. Collect and document feedback from CDPA consumers and representatives regarding their experiences with PPL and STIC during the transition.
8. Assist consumers to apply for Individual Support Services funding and/or make referrals to other services/programs.
9. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
10. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
11. Maintain a communication engagement log for departmental and STIC reporting.
12. Attend all mandatory agency and departmental training, meetings, and sign language class and advocacy groups.
13. 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 hands 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: _____