

**Job Description**

**Job Title:** Peer Support Specialist

**Division:** Corrections Transition Program (CTP)

**Program:** B.R.I.D.G.E To Home Program (B2H)

**Reports to:** Supervisor

**FLSA Status:** Non-Exempt

**Effective Date**: Created June 2025 | Updated Sept 2025

**DIVISION OVERVIEW:**

The Corrections Transition Programs (CTP) is a statewide network of clinical reentry management services with the overall purpose of increasing opportunities for successful reentry outcomes. CTP provides specialized case management services to help people prepare to return to their families and communities after incarceration. CTP works both inside prisons and in communities to provide reentry support, including, but not limited to, behavioral health referrals, public benefits enrollment, finding employment and housing resources and obtaining state IDs and vital records.

**POSITION SUMMARY:**

The B.R.I.D.G.E To Home Program serves individuals returning from Illinois prisons who face significant and often compounded barriers to successful reentry. Frequently excluded from traditional housing and support systems, these individuals are at increased risk of homelessness and recidivism. The program’s primary goal is to provide permanent supportive housing for individuals traditionally considered hard to place, creating a foundation for long-term stability and successful reintegration into the community. Guided by low-barrier, housing placement principles, the B2H Program eliminates preconditions such as abstinence or mandatory treatment participation, offering immediate access to housing.

The **Peer Support Specialist (PSS**) will utilize lived experience in assisting tenants to achieve community inclusion and participation. The PSS will foster resilience, independence and recovery by coaching life skills development and providing additional supports including outreach and transportation when necessary. By serving as a relatable, trusted resource, the PSS works closely with the PSH team to ensure participants are supported holistically on their path to recovery and community inclusion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The PSS will assist individuals in achieving service plan goals through direct support and coordination with behavioral health providers, public agencies, and community-based resources. (Approximately 75% of time spent in this area)

* Identify and promote opportunities for clients to engage in meaningful community activities, support groups, or volunteer/service opportunities that build belonging and purpose.
* Coach clients in daily living skills such as budgeting, hygiene, conflict resolution, and communication with landlords or neighbors.
* Help clients identify and access natural supports, such as family, faith-based groups, peer communities, or neighborhood associations.
* Educate clients on their recovery capital and assist in building personal strengths, resources, and supports that contribute to long-term wellness.
* Reinforce clients' understanding of tenant rights and responsibilities, including how to address non-rent issues (e.g., requesting repairs, reporting maintenance needs).
* Encourage and model effective problem-solving and decision-making skills to help clients maintain housing and navigate reentry challenges.
* Conduct home visits and outreach to clients who may have disengaged from services or need additional encouragement.
* Serve as a bridge between the client and the PSH team, helping reduce stigma or mistrust of formal systems.
* Provide transportation assistance or accompaniment to critical appointments, including medical visits, social service intakes, or housing-related meetings.
* Ensure all necessary documentation, including signed releases of information, are in place before providing support.
* Enter timely and accurate documentation of all client interactions and services in the Electronic Client Record (ECR) system.
* Assist with monthly data collection, reporting on service engagement, housing retention outcomes, and peer-led activities.
* Participate in regular supervision, peer learning groups, and all required agency trainings on trauma-informed care, recovery, housing services, and reentry best practices.

Participate in community meetings, trainings and projects including multi-disciplinary staffing, vocational- and educational-programming, and other meetings assigned (Approximately 20% of the time spent in this area)

* Develops effective working relationships with the internal and external partners
* Participate in meetings to adjust, update or revise individual service plan

Other function (Approximately 5% of the time spent in this area)

* Ensure that confidential information relating to the organization, its staff, and individuals is kept confidential
* Be an excellent steward of TASC, modeling the core values of the organization
* Other duties as assigned

**COMPETENCIES**

Planning/Organizing | Communication | Data Management/Utilization | Customer Relations | Problem-solving |Microsoft Office Suite| Productivity/Accountability| Excellent Communication | Attention to Detail | Flexibility | Relationship Building | Trauma Informed Care | Collaboration/Teamwork | Time Management

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* High School Diploma or GED required; Associate degree or higher from an accredited college or university preferably in social work, psychology, criminal justice, or related field
* 2 years lived experience preferred
* Knowledge of 12 step recovery, and trauma informed care approach is preferred
* Experience providing direct client service in a social service field
* Ability to obtain CADC/CARS certification within the first two years in the field.
* Understanding of the challenges faced by justice-involved individuals reentering the community, including housing instability, stigma, behavioral health barriers, and access to public benefits is a plus.
* Demonstrated proficiency in the Microsoft Office suite
* Ability to build rapport with diverse individuals and work collaboratively with multidisciplinary teams.
* Excellent verbal, written, and interpersonal communication skills.
* Excellent time management skills with a proven ability to meet deadlines
* Must be able to pass DCFS or IDOC background check, if required
* **Valid driver’s license and reliable transportation r**equired for transporting clients to appointments, conducting outreach, or attending off-site meetings.

**SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

**WORK ENVIRONMENT**

This job may require you to work in a secured setting or TASC professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and/or fax machines.

**PHYSICAL DEMANDS**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Frequently lifts, carries or otherwise moves and positions objects weighting up to 15 lbs. Frequently bends, kneels and crouches. Repetitive movement of hands, arms, and legs. Continuous walking, standing, and moving about the work location or partner agencies. The noise level in the work environment is usually moderate.

**POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m. with occasional evening and/or weekend hours. Hours of operation may change based on the need of the program and in mutual agreement with external partners and TASC.

**TRAVEL**

Travel is determined by work site location. Although some out-of-the area and overnight travel may be expected. Must be available to attend meetings and meet the needs of the program throughout the city, counties or wherever needed (a valid driver’s license, current auto insurance and reliable automotive transportation are required).

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes their understanding of the requirements, essential functions and duties of the position.

Employee Signature Date

Supervisor Signature Date