

Job Description

Peer Support Specialist (Part-Time – Up to 24 Hours per Week)

Organization: CHEP, Inc. (Communities Helping Empower Patriots, People, and Professionals)

Position: Peer Support Specialist (Part-Time)

Hours: Up to 24 hours per week

Schedule: Flexible Monday through Friday

Location: Charleston, South Carolina (Grant and Per Diem Transitional Housing Program)

Reports To: Senior Case Manager

About CHEP, Inc.

CHEP, Inc. is a nonprofit 501(c)(3) organization dedicated to ending Veteran homelessness by providing transitional housing, supportive services, and community resources that empower Veterans to achieve lasting stability, recovery, and independence. Our Peer Support Specialists play a critical role by using their lived experience to inspire hope, promote recovery, and help Veterans successfully navigate their transition to permanent housing.

Position Summary

CHEP, Inc. is seeking a compassionate, dependable, and motivated **Peer Support Specialist** to provide peer-based recovery support services to Veterans residing in our Grant and Per Diem (GPD) Transitional Housing Program in Charleston, South Carolina.

The Peer Support Specialist serves as a positive role model by drawing upon personal lived experience with recovery, mental health, military service, or other life challenges to encourage Veterans in achieving their personal goals. Working closely with case managers, community providers, and VA staff, the Peer Support Specialist assists Veterans in building life skills, increasing community engagement, accessing resources, and maintaining motivation toward recovery and permanent housing.

This position offers a flexible schedule of up to **24 hours per week**, Monday through Friday.

Essential Duties and Responsibilities

Peer Support Services

- Establish trusting, supportive relationships with Veterans through shared lived experience and recovery principles.
- Provide one-on-one peer mentoring and emotional support.
- Encourage Veterans to actively participate in treatment, recovery, employment, and housing goals.
- Promote hope, self-advocacy, personal responsibility, and independent living.
- Share personal recovery experiences appropriately to encourage resilience and engagement.

Veteran Engagement

- Conduct regular check-ins with Veterans residing in transitional housing.
- Encourage participation in life skills groups, recovery meetings, recreational activities, and community events.
- Assist Veterans in developing healthy coping skills and wellness strategies.
- Help reduce social isolation by promoting positive peer interactions.

Community Support

- Assist Veterans with accessing community resources, including:
 - Medical appointments
 - Mental health services
 - Substance use recovery programs
 - Employment resources
 - Educational opportunities
 - Benefits and supportive services
- Provide transportation assistance when appropriate and authorized.
- Accompany Veterans to appointments or community activities as assigned.

Collaboration

- Work collaboratively with case managers and the interdisciplinary treatment team.
- Communicate Veteran concerns, progress, and barriers to appropriate staff.
- Participate in staff meetings and case consultations as requested.
- Maintain professional boundaries while building supportive relationships.

Documentation

- Complete required documentation accurately and in a timely manner.
- Maintain confidentiality in accordance with HIPAA, VA, and organizational policies.
- Document Veteran contacts and peer support activities as required.

Additional Responsibilities

- Assist with new Veteran orientations.
 - Encourage compliance with house rules while promoting dignity and respect.
 - Support recreational, educational, and wellness activities within the program.
 - Respond appropriately to crisis situations by notifying clinical or supervisory staff.
 - Perform other duties as assigned to support the mission of CHEP.
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Minimum Qualifications

Required

- Current **South Carolina Certified Peer Support Specialist Certification** (or ability to maintain certification).
- High school diploma or GED.
- Valid South Carolina driver's license with an acceptable driving record.
- Ability to pass required background screening.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a multidisciplinary team.
- Commitment to maintaining confidentiality and professional boundaries.

Preferred

- Veteran status strongly preferred.
 - Experience working with individuals experiencing homelessness.
 - Experience working with individuals in recovery from mental health and/or substance use disorders.
 - Knowledge of Veteran resources and VA systems.
 - CPR and First Aid Certification (or willingness to obtain).
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Knowledge, Skills & Abilities

- Demonstrates empathy, patience, and respect for others.
 - Ability to motivate and inspire Veterans through lived experience.
 - Strong listening, communication, and relationship-building skills.
 - Ability to de-escalate challenging situations using trauma-informed and recovery-oriented approaches.
 - Strong organizational and documentation skills.
 - Ability to work effectively with individuals from diverse backgrounds.
 - Commitment to CHEP's mission of serving Veterans experiencing homelessness.
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Work Schedule

- Part-Time (Up to 24 hours per week)
 - Flexible Monday through Friday schedule
 - Occasional evening or weekend hours may be available for special events or Veteran activities.
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Physical Requirements

The employee must be able to:

- Frequently stand, walk, bend, and sit for extended periods.
 - Lift and carry up to 25 pounds.
 - Transport Veterans in a CHEP vehicle when required.
 - Travel throughout the community for appointments and outreach.
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Equal Opportunity Employer

CHEP, Inc. is an Equal Opportunity Employer committed to creating an inclusive workplace where all employees are valued and respected. We encourage Veterans and individuals with lived recovery experience to apply.