

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

Case Worker/Peer Specialist (Project In-Reach) 1281-0812-OC

SALARY: Range: 40.01 \$12.31 - \$15.00 per hour

EMPLOYMENT OPPORTUNITY: One (1) F/T position with Neighborhood House Association
(4680 Market Street, Suite B12 – San Diego, 92102)

APPLICATION SUBMITTAL INSTRUCTIONS: Position Posted Until Filled

Application must be fully completed (per instructions), signed, dated when submitted.

Applications may be obtained at 5660 Copley Dr., San Diego, 92111; 841 South 41st. Street - San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

JOB DUTIES and RESPONSIBILITIES

Engages and assists formerly incarcerated individuals to connect with and obtain needed services in the community, such as mental health, employment, and housing services, that suit the individual's needs; engages individuals to utilize Project In-Reach services for determining personal objectives / goals for recovery and steps that need to be taken to achieve these goals; maintains an active client caseload not to exceed 40 clients per month (FTE); works independent of and in coordination with case management to meet the emotional and practical supportive needs of formally incarcerated individuals; assists individuals to identify problems that may interfere with the achievement of their goals and help in the development and use of specific interventions needed for overcoming the problems; teaches individuals how to identify and fight stigma, negative self-talk and other factors that hinder the process of recovery and rehabilitation; assists individuals how to make vocational choices, support their choices and help them overcome problems related to achieving their goals, including the finding and holding of a job; assists clients in building social skills that will help them re-establish normal roles of life and re-integrate into their communities; teaches and role models effective ways for recovery based on his / her personal recovery experience and training; develops and shares recovery oriented materials; informs individuals about community resources and how to utilize these in their recovery; assists individuals in developing empowerment skills through self-advocacy and engagement in a variety of activities that focus on recovery and empowerment; assists program team members in substance abuse group facilitation; collaborates with other service team members on participant concerns; requests assistance and guidance from management and professional staff when necessary to address participant issues and problems; upholds all Program Safety Policies and Procedures and ensures that participants, staff and program facility are safe at all times; maintains a good rapport, respect and communication with law enforcement or court officials, participants and community service agencies.

MINIMUM QUALIFICATIONS:

Education, Training and Experience: High School diploma or general education degree (GED); or one or more years of related experience and / or training; or equivalent combination of education and experience; graduates from the Recovery Innovations of California (RICA)'s Peer Employment Training Program are preferred. **NOTE: this position requires lived experience as a formerly incarcerated individual and as a person in recovery from substance abuse, mental health disorder, or both; or as a family member of a formerly incarcerated individual and a person in recovery.**

MINIMUM QUALIFICATIONS (Continued):

Knowledge of: Social, healthcare, supportive and other services and resources available in the San Diego community for former incarcerated individuals; basic computer skills and Microsoft Office applications; working with individuals with co-occurring disorders from various socio-economic, cultural and ethnic trends, conditions, and expectations, especially African-American and Latino populations.

Ability to: Operate standard office equipment; work with the incarcerated population and correctional staff; exercise tact, objectivity, sensitivity, strategy and judgment in dealing with a variety of people with mental health issues.

Licenses & Certification: A valid California driver's license. Current valid California automobile insurance. CPR/First Aid Certified. Must obtain a TB/Physical (w/in 7 days) of employment; **this position requires lived experience as a formerly incarcerated individual and as a person in recovery from substance abuse, mental health disorder, or both; or as a family member of a formerly incarcerated individual and a person in recovery; if in recovery, candidate must demonstrate recovery milestones; substance abuse recovery requires a minimum of 3 years clean and sober; if formerly incarcerated, 1 year off of formal probation.**

PHYSICAL & MENTAL DEMANDS:

Employee is required to sit, stand, stand or stoop for long periods of time, walk, talk or hear, both in person and by telephone; use hands to operate, finger, handle, feel or operate computers and other standard office equipment; reach with hands and arms; and infrequently lifts up to fifty pounds.. This job includes close vision and the ability to adjust focus; required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical equations; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; meet intensive and changing deadlines; and interact with Association staff and the public. The employee may have contact with abusive and physically violent clients. **This is a field-based program; employee will provide services in correctional facilities, at community or social settings, or in clients' homes when appropriate.**

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice.

Please note that offers of employment are only valid if they are made by the Human Resources Department

FILING APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by 5p.m. on that date, or otherwise as stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; LTD, health, life and dental insurance's; credit union; payroll savings plan; Social Security and Retirement Plan.

HOURS

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

INTRODUCTORY PERIOD

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS

NEIGHBORHOOD HOUSE ASSOCIATION hires only U.S. citizens, and lawfully authorized alien workers in accordance with the Immigration Reform Act of 1986.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.