



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

PEER SPECIALIST

DATE POSTED: July 26, 2016

APPLICATION DEADLINE: August 26, 2016

Position no./ Range: 9340/ 40.00

Union Status: Non- Union

Starting Pay/ Range: \$12.19 p. hr.

Status/ Hours: PT/ Non- Exempt

Hours of Work: Not to exceed 20 hours per week

No. of Weeks: 52

Location: 286 Euclid Ave. Ste. 104, SD, CA 92114

Dept./ Program: Friendship Clubhouse

Basic Job Assignment:

Under general supervision of the Clubhouse Manager of the Friendship Clubhouse, the Peer Specialist provides peer support services in emergency and clubhouse settings; serves as a peer advocate; provides client information that will help members of the Clubhouse in regaining control over their own lives and recovery process; role models in recovery and coping skills and performs related work as required.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Recovery resources available for persons with mental illness including housing, social, recreational, health, crisis intervention and emergency assistance; Psychosocial rehabilitation (PSR) practices; Wellness Recovery Action Plan (WRAP); and Basic computer skills and Microsoft Office applications. The ideal candidate will also have the ability to work with persons with mental illness and/or from various socio-economic, cultural and ethnic groups; communicate effectively with staff, managers, clients/ participants, and individuals of varying levels outside of the department and organization; is well organized and is able to plan and prepare in a thorough fashion; practices good personal hygiene; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- High School diploma or GED; **AND**
- At least three months related experience and / or training; **OR**
- Equivalent combination of education and experience.
- TB test required upon hire and must be maintained every four years.



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Example of Major Functions:

- Assists members of the Clubhouse in determining personal objectives / goals for recovery and steps that need to be taken to achieve these;
- Assists members in identifying problems that impede achievement of their goals and help in the development and use of specific interventions needed for overcoming the challenges;
- Assists members in forming and maintaining self- help groups;
- Assists members in creating their individual Wellness Recovery Action Plan;
- Teaches members how to identify and fight stigma, negative self-talk and other factors that hinder the process of recovery;
- Assists members in making vocational choices, supports their choices and helps them in overcoming obstacles related to achieving their goals;
- Assists members in building social skills that will help them re-establish normal roles of life and re-integrate into their communities;
- Assists non-client staff in identifying program environment and service modalities that are conducive to recovery;
- Teaches and role models effective ways for recovery based on his/her recovery experience and training;
- Develops and shares recovery oriented materials;
- Assists members in obtaining services that suit their individual recovery needs;
- Informs members about community resources/support and how to utilize these in their recovery;
- Attends seminars, trainings, workshops and other activities that are relevant to the duties and responsibilities of the Peer Specialist;
- Assists members in developing empowerment skills through self-advocacy and engagement in a variety of activities that focus on recovery and wellness.



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 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 or scanned/emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

- ***Please submit a DMV H-6 printout with your application.***

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

BENEFITS:

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. 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. 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.

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