



# 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 SUPPORT SPECIALIST (PROJECT IN-REACH)

**DATE POSTED:** January 27, 2017

**APPLICATION DEADLINE:** Open Until Filled

**Position no./ Range:** 4066/ 40.01

**Union Status:** Non- Union

**Starting Pay/ Range:** \$14- \$17 p. hr.

**Status/ Hours:** FT/ Non- Exempt

**Hours of Work:** Tuesday- Saturday/ 8am- 5pm

**No. of Weeks:** 52

**Location:** 286 Euclid Ave. Ste. 207, SD, CA 92114

**Dept./ Program:** Project In- Reach

#### **Basic Job Assignment:**

Under general supervision of the Project In-Reach Program Director, the Peer Support Specialist provides peer support services to severe mentally ill clients out of San Diego correctional facility settings; serves as a peer coach and advocate and works closely with social workers in providing client-related support services; provides client information that will help current and/or formerly incarcerated individuals regain control over their own life and recovery and rehabilitation process; serves as a role model 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 Social, healthcare, supportive and other services and resources available in the San Diego community for formerly incarcerated individuals; Working with individuals with co-occurring disorders from various socio-economic, cultural and ethnic backgrounds, particularly African-American and Latino populations. The ideal candidate will also have the ability to operate standard office equipment and computer software including Microsoft Office Suite; 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; can 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 successful completion of General Educational Development (GED) program **required**;
- At least one year of related experience and/or training in a setting working with severely mentally ill clients and/or the formerly incarcerated population **required**;
- 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 is preferred.

**Please note:** *If in recovery, candidate must demonstrate recovery milestones; substance abuse recovery requires a minimum of three (3) years clean/ sober; if formerly incarcerated, two (2) years off of formal probation **and** five (5) years since last incarceration date.*

- A valid California Driver's License with current, valid California automobile insurance;
- CPR/First Aid Certified;



# 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

---

### Qualifications (continued):

- Valid TB test **required** upon hire and must be maintained every three years;
- Graduate/Certification from the Recovery Innovations of California (RICA)'s Peer Employment Training Program preferred.

### Example of Major Functions:

- 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 a caseload between 20-25 clients per month;
- Works independent of and in coordination with case management to meet the emotional and practical supportive needs of formerly incarcerated individuals;
- Assists individuals to identify issues that may interfere with the achievement of their goals and helps in the development and use of specific interventions needed for overcoming challenges;
- Teaches individuals how to identify and fight stigma, negative self-talk and other factors that hinder the process of recovery and rehabilitation;
- Assists individuals in making vocational choices, supports their choices and helps 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 models effective skills for recovery based on personal recovery experience and/ or 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;
- Conducts Peer Advisory Groups;
- 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.



# 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

---

### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://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](mailto: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.

**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**