



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

CASE WORKER/ PEER SPECIALIST (PROJECT IN- REACH)

DATE POSTED: March 3, 2017

APPLICATION DEADLINE:

OPEN UNTIL FILLED

Position no. / Range: 1281/ 40.01

Union Status: Non- Union

Starting Pay: \$15.22- \$16.39 p. hr.

No. of Weeks: 52

Hours of Work: 8:00 am- 5:00 pm (Sun-Thursday)

Status/ Hours: Full Time/ Non- Exempt

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 Case Worker provides support services in and out of correctional facility settings; serves as a coach and advocate; provides client information that will help current and/or former 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. The Case Worker may carry a caseload of 20-25 (not to exceed 35) clients.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of Social, healthcare, supportive and other services and resources available in the San Diego community for former incarcerated individuals; working with individuals with co-occurring disorders from various socio-economic, cultural and ethnic trends, conditions, and expectations, especially African-American and Latino populations; Maintain sensitive and confidential information; basic computer skills and Microsoft Office applications; the ability to work with the incarcerated population and correctional staff; communicate effectively orally and in writing with staff, managers, clients/ participants, and individuals of varying levels outside of the department and organization using tact discretion and diplomacy; establish and maintain effective working relationships with all levels of Association management, employees, and others encountered in the course of work; is well organized and is able to plan and prepare in a thorough fashion; Correct English usage, including spelling, grammar and punctuation; and has demonstrated experience working with individuals with severe mental illness and co-occurring disorders from various socio-economic, cultural and ethnic trends, conditions, and expectations.

Qualifications:

- High School diploma or general education degree (GED); **OR**
- One (1) or more years of related experience and / or training; **OR**
- Equivalent combination of education and experience.
- A valid California driver's license; current valid California automobile insurance.
- Graduates from the Recovery Innovations of California (RICA)'s Peer Employment Training Program are highly preferred;



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- *If in recovery, candidate must demonstrate recovery milestones. Substance abuse recovery requires a minimum of 3 years clean and sober; if formerly incarcerated, 2 years off of formal probation and 5 years since last incarceration date.*
- CPR/First Aid Certified upon hire or met within 90 days of employment;

Example of Major Functions:

- Engages and assists formerly incarcerated individuals to connect with and obtain needed services in the community, such as mental health, substance abuse, 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 35 clients per month (FTE);
- Complete Treatment Plans, Client Impression Forms, Intakes, Progress Notes Maintain Charts, conduct Peer Support Groups and provides transportation to clients as needed;
- 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;
- Conduct Peer Advisory Groups (PAG) once a month;
- 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.



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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 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 degree transcripts, diploma, or foreign equivalency report and/ or certification to your application. If you are selected for further consideration official degree transcripts may be requested. 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 positions 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**