



PEER SUPPORT SPECIALIST JOB DESCRIPTION

Position:	Peer Support Specialist
Department:	Behavioral Health Department
Accountability:	Clubhouse Manager
Job Status:	Full-Time
Classification:	Hourly, Non-Exempt
Salary:	\$14-\$16 per hour

GENERAL DESCRIPTION:

The Peer Support Specialist is accountable to the Clubhouse Manager for the provision of a wide range of peer support services to assist members in regaining control over their own lives and over their own recovery process. The PSS provides both direct and indirect support services to members using Psychiatric Rehabilitation and Recovery principles.

ESSENTIAL JOB FUNCTIONS:

- Participate in the intake/assessment process with members
- Lead support groups in health and wellness, co-occurring disorders, recovery planning, employment support, etc.
- Participate in the development of WRAP plans with members and treatment teams
- Help organize monthly social activities open to all members
- Develop and assist members in developing community support and resources
- Assist members in conducting daily activities at the clubhouse
- Provide outreach and training to recruit members and maintain high attendance at Clubhouse
- Data entry and maintenance of county required charts, reports, and outcome measures
- Maintain confidentiality and privacy standards of client protected health information and other information and materials in accordance with agency policies and applicable regulations and laws including HIPAA
- Assist with revision and replenishment of forms, as needed
- Adhere to and uphold the standards of DCS as mandated by its' mission, purpose, guiding principles and standards of quality
- Attend staff meetings, county meetings, mandated trainings and support team meetings regularly
- Maintain warm, welcoming office grounds and facilities

NON-ESSENTIAL JOB FUNCTIONS:

- General office work, filing
- Complete other duties as assigned

EMPLOYMENT STANDARDS:

Qualifications:

- Current or former recipient of mental health services or family member of a person meeting that criteria and a willingness to acknowledge this experience to members and others, as appropriate
- Knowledge of mental health issues or experience working in social services field
- Knowledge of San Diego resources and public transportation
- Willingness to take peer counseling classes
- Access to reliable transportation

Skills:

- Work well in a team-oriented, culturally diverse environment; required
- Flexibility and strong organizational skills
- Understand and carry out verbal/written directions
- Use a computer to maintain accurate records/files
- Effective communication, including presentation skills
- Good to excellent ASL skills
- Able to maintain boundaries and composure in stressful environments

AT-WILL: Employment with DCS is an “At-Will” relationship. DCS is an Equal Opportunity Employer.

BENEFITS:

DCS offers a comprehensive employee benefits package that includes medical, dental, vision and life insurance. DCS also provides each employee the option to contribute to a 401 (k) retirement plan and flex medical savings plan.

OTHER BENEFITS

In addition to the benefits mentioned above, DCS offers:

Paid Personal Time

Paid Sick Leave

Paid Vacation Time

Paid Holiday

APPLICATIONS DEADLINE: **Open Until Filled**

Submit resume and cover letter to:

Human Resources

Deaf Community Services of San Diego, Inc.

1545 Hotel Circle South, Suite 300

San Diego, CA 92108

Fax: (619) 398-2444

Email: hr@dcsofsd.org

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