



JOB DESCRIPTION

JOB TITLE:	Peer Support Specialist
EMPLOYER:	Deaf Community Services of San Diego
DEPARTMENT:	Behavioral Health Department
REPORTS TO:	Clubhouse Manager
STATUS:	Full-Time Hourly, Non-Exempt
HOURLY RATE:	\$14-\$16

SUMMARY:

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
- Peer Case Management/Advocacy assistance including but not limited to ADA, immigration services, SSI and other independent living skills
- 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, filing and other duties, 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

QUALIFICATIONS:

- Current or former recipient of behavioral 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 behavioral 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

COMPETENCIES:

- **Problem Solving**--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics
- **Interpersonal Skills**--Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Adaptability**--Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Initiative**--Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Diversity**--Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

BENEFITS: DCS offers a comprehensive employee benefit package to full-time employees which includes medical, dental, vision, life insurance and long-term disability. Flexible Spending and Dependent Spending Accounts, as well as, other voluntary benefit coverages. All employees have access to an Employee Assistance, Discount Program and 401K retirement options.

OTHER BENEFITS: Generous paid Personal, Sick and Vacation leave for full time employees. In addition, DCS observes twelve paid Holidays per year

APPLICATION DEADLINE: **Open Until Filled**

TO APPLY-submit the following:

1. Resume, typed; and
2. Cover Letter, video in ASL

Email: careers@dcsosfd.org

Human Resources Deaf Community Services of San Diego, Inc.
1545 Hotel Circle South, Suite 300
San Diego, CA 92108

Fax: (619) 398-2444