

JOB DESCRIPTION

Peer Support Specialist

Position Overview: The Peer Support Specialist is responsible for creating a community of recovery in SHARE! programs. This position will use lived experience and provide peer support to members of the community and meeting-goers visiting the SHARE! location. Depending on Organization need, the position may be in either of SHARE! locations Downtown LA, Culver City, or Monterey Park. Reports to Program Coordinator.

Key Responsibilities:

Initiate outreach to start new self-help support groups

Provide evidence-based referrals to self-help support groups

Support the operation of SHARE! as a community of recovery

Manage high stress situations/interventions

Provide crisis management as needed Assist with coordinating and staffing special events

Maintains confidentiality and adheres to HIPAA regulations

Identify, assemble and integrate volunteers of all levels and abilities

Oversee and delegate tasks to community service volunteers

Required:

- Experience in community outreach, engagement, and advocacy
- Align with SHARE! values and mission
- Strong communication, interpersonal, and organizational skills
- Ability to work independently and collaboratively with diverse populations
- Proficiency in documentation and record-keeping
- Flexibility to work evenings and weekends
- Self-starter, time management and organizational skills
- Excellent customer service skills
- Ability to normalize difficult situations
- Team player with strong communication and listening skills
- Basic knowledge of cultural competency, implicit bias and microaggressions

Preferred Experience:

- Minimum one year of sobriety and/or abstinence if applicable, 2-5 years preferred

- Minimum one year of current personal experience attending self-help support groups, 2-5 years preferred
- Peer Support certified
- Higher education or certifications in social work, psychology, or related field.
- Bilingual any language a plus, especially Spanish

Disclaimer: the above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

SHARE! is an Equal Opportunity Employer. We value people who have turned their lives around after difficult circumstances including felony convictions, mental health challenges and other problems. SHARE! will not use any information submitted with your application for any other purpose than employment at SHARE!

Compensation: \$20-24/hour, plus PTO, paid Holidays, affordable medical/dental/vision insurance, and option to contribute to 403(b)