

## **JOB DESCRIPTION**

### **Peer Trainer**

#### **Position Overview:**

This job description is designed to address the essentials of SHARE!'s Peer Trainer, in the Peer Academy Department.

#### **Key Responsibilities**

Provide peer training for SHARE! training programs online and in-person.

Create and update curriculum as needed for SHARE! training goals.

Manage registration and training information in Constant Contact, Moodle learning platform and other systems.

Conduct community outreach to educate the general community about SHARE! training programs and registration process.

Use and develop working knowledge of the peer labor market to assist participants in finding volunteering, internship and job placements.

Support participants through resume building, interview prep, sharing job leads, or developing other employment skills.

Contribute to documentation and reporting requirements as needed (i.e., monthly, quarterly, success stories etc.)

Manage and conduct community outreach and presentations to educate the general community about SHARE! trainings and resources.

May be asked to perform other duties as assigned

#### **Skills/Qualifications:**

Maintains confidentiality and adheres to HIPAA regulations

Performs other work or special projects as required or assigned

#### **Minimum Requirements, Training and Experience:**

Certified Medi-Cal Peer Support Specialist or willing to become certified within six months of hire.

One years' personal experience attending self-help support groups. Three to five years preferred.

One years' of sobriety and/or abstinence, if applicable. Three to five years preferred.

Ability to work evenings and weekends as the program requires.

Regular and predictable attendance is required.

Experience in job development and working with persons with disabilities

Experience in all facets of job support including resume preparation, interviewing, business expectations and peer job categories preferred.

Demonstrated ability to do employer outreach.

Demonstrated interpersonal skills needed to interact effectively with a variety of staff, volunteers and participants of the community, in accordance with SHARE! training and values.

Demonstrated ability to communicate effectively (oral/written).

Demonstrated ability in basic computer literacy, including Word and Excel.

Bilingual skills (Spanish or American Sign Language) preferred.

**Physical Demands:**

Standing, sitting for long periods, talking and/or hearing.

**Work Environment:**

Indoor, office and community peer-run center environment, Moderate to loud noise at times. Using the "Tools of the Trade" will provide you with appropriate responses for any incidents, including defusing hostile or aggressive behaviours.

**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: \$23-25/hour**, plus PTO, paid Holidays, affordable medical/dental/vision insurance, and option to contribute to 403(b)