



the Self-Help And Recovery Exchange

A project of the Emotional Health Association

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www.shareselfhelp.org

Job Description

Peer Specialist

Email a resume and cover letter to jobs@shareselfhelp.org to apply

Summary:

The *Peer 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 located in either of SHARE! locations in Downtown LA and Culver City. Reports to 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 special events
- Maintains confidentiality and adheres to HIPPA regulations.
- Identify, assemble and integrate volunteers of all levels and abilities.
- Oversee and delegate tasks to community service volunteers

Skills/Knowledge/Competencies:

- Knowledge (or willingness to learn) SHARE! Peer Toolkit – proficiency with at least 15 tools
- Self-starter, time management and organizational skills
- Demonstrate respect, dignity and humility
- Excellent customer service skills
- Operate with honesty and integrity
- Ability to normalize difficult situations
- On the job resiliency, self-care and commitment to personal growth and change
- Team player with strong communication and listening skills
- Knowing audience when communicating
- Ability to lose power struggles

- Ability to implement the Helper Therapy Principal
- Ability to empathize and see things from the other peoples' perspectives
- Motivate and inspire people without using authority and power
- Ability to disclose, build relationships, and community with everyone
- Problem solving skills and ability to multi-task
- Proficiency in English reading, writing and oral communication
- Ability to take and follow directions
- Knowledge of self-help support groups and proficiency in referrals
- Align with SHARE! mission/vision and policies
- Avoid negative bonding
- Ability to cultivate a culture of recovery
- Basic knowledge of cultural competency, implicit bias and microaggressions

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
- Experience working with volunteers and peers
- Knowledge of 12 Step recovery groups
- Bi-lingual in any language a plus

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