



**the Self-Help And Recovery Exchange**

*A project of the Emotional Health Association*

**6666 Green Valley Circle / Culver City, CA 90230**

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[www.shareselfhelp.org](http://www.shareselfhelp.org)

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## **Job Description**

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### **Peer Specialist – Site Based**

#### ***Summary:***

The *Peer Specialist* is responsible for creating a community of recovery in SHARE! programs. This Peer Specialist position will work at a retail location interacting with people who need services. The Peer Specialist will use lived experience and provide peer support to members of the community and connect members of the community to self-help support groups, SHARE! Programs and other community resources as needed. Depending on Organization need, the position may be based in either Santa Monica or Downtown Los Angeles and coordinate with either of SHARE! locations in Downtown LA and Culver City, SHARE! Collaborative Housing and the SHARE! Recovery Retreat. Reports to Coordinator.

#### ***Key Responsibilities:***

- Connect to people at retail location using SHARE!'s practices and PeerKit
- Connect community members to self-help support groups, SHARE! Programs and community resources
- Work with SHARE! Team and location team to assess needs, strategies and issues
- Submit reports on outcomes and strive for improvement
- Collaborate in problem-solving to successfully deal with community members
- Provide evidence-based referrals to self-help support groups
- Manage high stress situations/interventions
- Provide crisis management as needed
- Assist with special events
- Maintain confidentiality and adhere 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