



the Self-Help And Recovery Exchange

A project of the Emotional Health Association

6666 Green Valley Circle

Culver City, CA 90230

www.shareselfhelp.org

Job Description

Job Title: Peer Support Specialist – Day Shift at SHARE! Recovery Retreat

Facility / Location: SHARE!

FLSA Status: Full-time/Non-Exempt

Summary & Purpose:

This job description is designed to address the essentials of SHARE!'s Peer Support Specialist position at our Peer Recovery Retreat, a residential 14-day program.

Key Responsibilities:

- Create a safe and trusting environment to build rapport with residents and their designated supports.
- Complete various documentation (such as COS, Nightly Reports, etc.) in a timely manner.
- Effectively collaborate and communicate with residents and staff.
- Maintain confidentiality of verbal and written communication.
- Adhere to SHARE! policies, procedures, and the Code of Ethics.
- Model recovery values, attitudes, beliefs, and actions to encourage wellness.
- Assist residents with the development, modification, and use of their crisis plans, providing relapse prevention support.
- Support residents in maintaining stable housing, improving their housing situations, and enhancing independent living skills.
- Assist residents in obtaining information about educational opportunities or job training.
- Develop and implement a Mental Health Wellness Recovery Action Plan for residents.
- Provide linkage to community resources to support residents' recovery and overall well-being.

Skills & Qualifications:

- Maintain confidentiality and adhere to HIPAA regulations.
- Willingness to perform other work or special projects as required.

Minimum Requirements, Training & Experience:

- At least one year of active participation in self-help support groups with personal knowledge of recovery (two years of recovery is highly preferred).
- Excellent verbal and written communication skills.
- Ability to work effectively with peers using the "Tools of the Trade" within the SHARE! community.

Physical Demands:

Standing, sitting for long periods, talking, hearing, and reading small print or computerized data.

Work Environment:

Work takes place in an indoor office, community peer-run center, or home environment. Occasional exposure to moderate to loud noise. You will be trained in using "Tools of the Trade" for de-escalating potentially hostile situations.

To Apply:

Please email your updated resume AND a cover letter to jobs@shareselfhelp.org. In your cover letter, describe your personal experience attending self-help support groups (a minimum of one year is required) and explain why you want to work at SHARE!.

SHARE! is an Equal Opportunity Employer. We value individuals who have overcome challenges such as felony convictions, mental health issues, or other obstacles. The information submitted with your application will be used solely for employment purposes at SHARE!. If you are passionate about self-help support groups, are open-minded, and eager to learn and grow, SHARE! could be the perfect fit for you.

Note: The above statements describe the general nature of work being performed in this role. Additional duties may be assigned as necessary.

Compensation: \$20-23/hour, plus PTO, paid Holidays, affordable medical/dental/vision insurance, and option to contribute to 403(b).