



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 – Overnight Shift at SHARE! Recovery Retreat

Facility / Location: SHARE!

FLSA Status: Part-time/Non-Exempt

Summary & Purpose:

This job description is designed to address the essentials of SHARE!'s Overnight Peer Support Specialist position. This position requires someone to stay overnight at our Recovery Retreat and be available to the residents and any inquiries. The shift is 10:30pm-7:30am.

Key Responsibilities:

- Assist residents in resolving any situations that may arise.
- Create a safe environment by ensuring the property is locked and secure while residents are sleeping.
- Encourage residents to respect quiet time between 11 p.m. and 7 a.m.
- Clean the staff bathroom and office, ensuring both are ready for use by 7 a.m.
- Ensure the office is organized and prepared for business by 7 a.m.
- Type up and send the Nightly Report to all SHARE! staff.
- Inform the supervisor and team members of any issues or dynamics that arise during the day.

Skills & Qualifications:

- Maintain confidentiality and adhere to HIPAA regulations.
- Excellent verbal and written communication skills.
- Ability to work effectively with peers using the "Tools of the Trade" within the SHARE! community.

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).
- Willingness to perform other work or special projects as required.

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: \$17.28/hour, including PTO and Holidays.