



**the Self-Help And Recovery Exchange**

*A project of the Emotional Health Association*

6666 Green Valley Circle

Culver City, CA 90230

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

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## Job Description

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**Job Title:** Peer Career Counselor

**Facility / Location:** SHARE!

**FLSA Status:** Part-time/Non-Exempt

### Summary & Purpose:

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

### Key Responsibilities:

- Collaborate with participants to develop employment goals based on their skills, experience, interests, income needs, and city of residence.
- Provide individualized and group-based employment and internship preparation, covering:
  - Interviewing techniques
  - Resume and cover letter development
  - Application preparation
  - Job-seeking and networking skills
- Engage in job development by directly contacting employers to create job leads and internship opportunities. Maintain a database of employer contacts and activities.
- Follow up with participants seeking internships or jobs, and assist them in securing placements.
- Help trainees overcome barriers to job retention.
- Participate in job development activities organized by DMH.
- Document all career counseling activities.
- Support training documentation, including outreach and evaluation tasks.

### Skills & Qualifications:

- Ability to maintain confidentiality and adhere to HIPAA regulations.
- Experience in job development, including employer outreach and working with persons with disabilities.
- Proficiency in job support areas such as resume preparation, interviewing, business expectations, and peer job categories.

- Strong interpersonal skills for interacting with staff, volunteers, and community participants, aligned with SHARE! training and values.
- Effective oral and written communication skills.
- Basic computer literacy (Word and Excel).
- Bilingual skills (Spanish or American Sign Language) preferred.

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

- **Certification:** Certified Medi-Cal Peer Support Specialist or willingness to become certified within six months of hire.
- **Experience:** At least one year of personal experience attending self-help support groups (three to five years preferred).
- **Sobriety/Abstinence (if applicable):** A minimum of one year (three to five years preferred).
- **Additional Experience:** Experience in job development and working with persons with disabilities is 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](mailto: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: \$18-22/hour**, including PTO and Holidays.