

Job Title: Part Time Peer Support Specialist

Department: Transitional Youth Housing Program

Reports to: Executive Director/Program Manager

Salary Range: Starting at \$10.00-\$12.00 per hour

20-28 hours Per Week

Primary Job Duties

- Promote Healthy Socially Appropriate relationships: through a positive supportive relationship.
- With the young adult(s) Explore, relationships, feelings, attitudes, new options and rights.
- Ability to connect young adults with social service agencies and programs in the community Knowledge and understanding on connecting residents with needed social services agencies and programs
- Respecting individual goals and helping the young adults to create long and short term goals that will help them achieve their personal goals which ultimately include Education, Employment, and Housing.
- Maintain necessary documentation including, but not limited to goals and progress notes
- Cultivate opportunities for the young adults to participate in available programs, services and activities.
- Encourage young adults to improve their autonomy, self-sufficiency, and confidence.
- Model and encourage strong life skills, coaching healthy socially appropriate choices.
- Schedule meetings with young adults in organic settings, i.e. their apartment, or the community
- Maintain appropriate professional boundaries with residents, staff, supervisor, peers, volunteers, mental health professionals, and all others involved with the young adults and this program.
- Comply with the HIPAA Privacy Rule.

- And any other duties needed to help drive to our Vision, fulfill our Mission, and abide by our Organization's Values.

Minimum Qualifications

- State Peer Supporter Certification
- A High School Diploma or equivalent.
- Proficient with Microsoft Office Suite
- Experience working with culturally diverse groups
- Two years of recovery
- Currently maintaining your personal recovery and willingness to share your story as appropriate. To help other with their own recovery.
- Reliable transportation and comfortable navigating public transportation

Vital Skills

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| Positive Attitude | Emotional Intelligence |
| Student Mentality | Adaptability and Agility |
| Problem solving | Entrepreneurial Drive |
| Communication | Project Management |
| Team work | |

Preferred Technical Skills

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| Social Media | Adobe Photoshop |
| Project Management | Foreign Language |
| Sales | HTML |

No Phone Calls Please