

Job Announcement



Position: PEER SPECIALIST

Program: Next Steps Program

Classification: Full Time (40 hours per week), Non-Exempt

Salary: Commensurate with Experience

Start Date: As soon as the County Sheriff Background Check is Cleared. This process may take between 8 - 12 weeks

Background and Summary:

UPAC subcontracts with NAMI San Diego for the Next Steps Program, which is funded by the County of San Diego Behavioral Health Services. Next Steps provides support to adults who present at the San Diego County Psychiatric Hospital and other participating sites with serious mental illness, co-occurring substance use disorders or a primary substance used disorder, and their family members. Next Steps assists clients and their family members navigate the complex and overwhelming system of healthcare and social services while providing support and education to family members. This position will be for a 5-day schedule, but will require some weekends and/or evenings, including work on some major holidays.

Duties and Responsibilities:

Works directly with the participant(s) to:

- Demonstrated ability to relate to the needs and concerns of peers seeking mental health services
- Provide messages of hope and recovery
- Provide welcome and orientation to any newly admitted clients to EPU daily
- Provide welcome and orientation to clients at designated mental health clinic sites in San Diego
- Provide support, information and access to needed resources and appropriate services
- Provide information about available community resources upon discharge
- Offer education on outpatient mental health treatment, especially if this is first psychiatric hospitalization or clinic visit
- Accompany client on first visit to outpatient clinic if needed
- Ensure that client has transportation resources to attend first meeting at outpatient clinic
- Address the needs and concerns of clients with support and access to needed resources and appropriate services
- Document all client interactions correctly on forms and/or into computer tracking system according to procedure
- Must have ability to use training and remain calm during any potential emergencies or crises
- Responsibilities may include assisting client such as driving to court appointments, assisting with benefits applications, acquiring ID, assisting with access to social service needs, and escorting clients to medical appointments
- Linking clients with programs to assist with the activities of daily living, such as personal hygiene, laundry, house cleaning, grocery shopping, and budgeting money
- Will be expected to have a caseload of 20 or more clients

- Will be expected to do at least one to two Overtime shifts per pay period
- Attend required staff meetings and required trainings
- Any addition tasks that required by supervisor/director

Required Qualifications:

- High school diploma or GED equivalent
- Lived experience as an individual in recovery
- Self-identified as a recovery peer
- Grounded in his/her personal recovery
- Have an understanding of San Diego county's mental health services
- Understanding of social services available throughout San Diego
- Basic knowledge of computer software (Microsoft Office, Word, Excel) and web navigation
- Experience with providing linkage to community resources
- Ability to maintain strict confidentiality with regard to client information and other sensitive or proprietary information
- Ability to communicate effectively in written and spoken English, with ability to communicate mental health principles to clients, families and providers
- Ability to work independently and also collaborate as a member of an interdisciplinary team
- Must be able to work with an electronic health record system
- Must feel comfortable working in an inpatient and outpatient psychiatric hospital setting
- Must be willing and able to drive company vehicle (4-door sedan), and have valid California Driver's License and comprehensive automobile insurance as required by law.
- Must have satisfactory driving record, and be willing to sign and authorization to enroll in the Department of Motor Vehicles' Employee Pull Notice Program. By participating in this program, UPAC promotes driver safety through monitoring the driving records of its employees who transport clients.
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General

Additional preferred qualifications which are a plus:

- Bachelor's degree in the human services field
- Previous experience working in an inpatient psychiatric facility
- Bilingual/Bicultural in Asian language or Spanish

Mail, Fax or Email Resume to:

Union of Pan Asian Communities
 1031 25th Street
 San Diego, CA 92105

(619) 235-4113 FAX

upacjobs@upacsd.com