



## JOB ANNOUNCEMENT

**Position Title:** Family/Peer Specialist – Bilingual Cambodian  
**Program:** UPAC East Wind Clubhouse and UPAC BPSR - CTC  
**Classification:** Non-Exempt, Full-Time  
**Salary:** \$13.95 - \$14.50 per hour; Commensurate with Experience

### **Summary and Range of Authority:**

**The East Wind Clubhouse** provides multilingual socialization and clubhouse services to the adult Asian/Pacific Islander population requiring psychiatric rehabilitation services to improve their functioning level. The program is part of a county-wide system of mental health services focusing on underserved communities and operates in tandem with the satellite outpatient clinic of UPAC's Counseling and Treatment Center (CTC) located at the same site. Under the supervision of the Clubhouse Director, the Family/Peer Specialist provides positive emotional support to Clubhouse consumers and as well as program administrative support.

**The Counseling and Treatment Center (CTC)** provides outpatient mental health treatment for adults and older adults with serious mental illness and promotes psychosocial rehabilitation principles of wellness and recovery. CTC's target population is Asian and Pacific Islander adults, ages 25 and older and Asian and Pacific Islander Transition Aged Youth (TAY), ages 18-24. Under the direction of the CTC Program Manager, the Family Peer Specialist is responsible for providing support to the clients of the program.

### **Essential Duties and Responsibilities:**

#### **East Wind Club House (20 hours per week)**

- Welcome existing clients and orient new Clubhouse members in a professional manner by explaining goals of the Clubhouse program and activities offered.
- Provide general support to members as they participate in Clubhouse activities including ESL, computer classes, and other life skills classes.
- Provide information to Clubhouse members regarding how to take public transportation and how to locate other social services as needed.
- Using a multi-line phone, answer calls in a professional manner, take accurate messages and/or direct calls appropriately.
- Attend required staff, other meetings, and trainings as needed.
- Other duties as assigned

#### **BPSR-Counseling and Treatment Center (20 hours per week)**

- Conduct family peer specialist individual interventions to clients who are resistant to treatment
- Facilitate orientation group for newly admitted clients.
- Co-facilitate Social Skills group, WRAP Group, WHAM Group or other Recovery peer-led groups.
- Perform case management and family education services as needed.
- Use own peer recovery story for messages of hope for clients.
- Greet clients and family members in the waiting room or during initial assessment and share messages of hope and recovery as needed. This may also include sharing one's personal experience (at Family Peer Specialist's discretion).
- Assist clients with case management services and referrals for adjunct services as needed, under the direction of the clients' therapists.
- Assist with some clerical and administrative duties
- Prepare accurate and timely documentation of reports and records as required by the program including documentation of interpretation, case management and other services rendered.

- Function as a member of an interdisciplinary team and participates in program planning, diagnosis, treatment, goal development, utilization review, and discharge planning.
- Attend required staff, other meetings and training as needed.
- Other duties as assigned

**Required Education, Certifications/Licenses and Language/Cultural Skills:**

- Minimum high school diploma or equivalent
- Bilingual/Bicultural in Cambodian language.

**Minimum Experience and Qualifications Required:**

- Direct experience as a consumer, caregiver, or family advocate within a mental setting
- Ability to identify consumers' interests, skills, abilities and unique set of challenges
- Ability to be open to exploring ideas of how to further inspire and motivate Clubhouse consumers to be active in their recovery.
- Ability to be a positive role model for others.
- Ability to inspire personal achievement and maintain wellness and recovery.
- Must demonstrate ability to work well with others.
- Must understand and commit to the psychosocial rehabilitation model of psychiatric rehabilitation services, and a strong belief in empowering clients/consumers towards recovery.
- Must demonstrate ability to maintain strict confidentiality regarding sensitive or proprietary information or materials.
- Ability to maintain professional boundaries and demonstrate professional behavior.
- Must demonstrate intermediate level of computer literacy and experience using office productivity software i.e. Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- Must pass background check (Live Scan Fingerprint).
- Must be able to drive for business purposes to other program locations in San Diego County.
- Must have a valid California driver's license and comprehensive automobile insurance coverage, as required by law.
- 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 Education and/or Experience:**

- Experience in working in mental health setting or experience as a consumer of mental health services, or family member of consumer

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Spends approximately 70% of work time sitting and meeting with others or working at a desk and/or computer. Spends approximately 30% of work time standing or walking within the work area or outside the office at meetings and events, also bends, twists, stoops and reaches. Ability to communicate in writing and verbally. Regularly required to sit and talk or hear. Frequently is required to use hands to touch, handle or feel and reach with hands and arms. Occasionally lifts and/or moves up to 25 pounds. Working conditions are normal for an office environment and event venues. The noise level is usually moderate.

**Please forward your resume via e-mail, fax or mail to:**

**UPAC – Attn: HR Dept**

**1031 25th Street**

**San Diego, CA 92102**

**FAX: (619) 232-4113**

**E-Mail: [upacjobs@upacsd.com](mailto:upacjobs@upacsd.com)**