



POSITION TITLE: Peer Support Specialist

PRIMARY SUPERVISOR: Drop-In Center Coordinators

DEPARTMENT: Drop-In Center

SUPERVISES: N/A

STATUS: Non-Exempt

SALARY RANGE: Beginning compensation will be commensurate with education and experience and based on appropriate industry standards.

POSITION DESCRIPTION: The Peer Support Specialist offers peer support and encouragement through relationship building; acts as an advocate and role model for clients (advocates with and for the client and teaches the client self-advocacy skills); will provide low barrier, culturally competent and trauma-informed services within the Drop-In Center. The Drop-In Center staff is responsible for minimizing the psychological, physical, and social barriers that may deter transitional age youth (TAY) and lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) youth from seeking and accepting needed services and resources.

The Peer Support Specialist encourages and supports participation in self-help groups and provides specific information about various groups within the Drop-In Center and community that may be helpful to the client; mentors the client; supports personal recovery goals and builds upon resiliency. This position may assist the TAY with problem solving, self-care, and positive behaviors.

REQUIREMENTS & QUALIFICATIONS:

- High School Diploma or General Equivalency Degree
- Interest in Pursuing a Career in Social Services
- CPR and First Aid Certified (or willing to be certified)
- Ability to quickly build rapport with a diverse group of youth
- Experience with outreach to at-risk, vulnerable and hidden populations preferred
- Experience with youth in the child welfare system a plus
- Able to pass a criminal background and drug test

DUTIES & RESPONSIBILITIES:

All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure that the core operating values and the strategic direction of the agency are adhered to.

1. The Peer Support Specialist is able to easily engage youth and young adults and serve as a role model
2. Able to support client's personal goals for recovery and wellness
3. Welcome youth into the Drop-In Center and serve as point of initial engagement
4. Some understanding of the effects of substance use and mental illness preferred
5. Must have good communication and interpersonal skills
6. Facilitate services at mealtimes, opening and closing, and other high-volume times for services at the Drop-In Center
7. Provide support for various activities and services housed in the Drop-In Center



8. Assist with administrative and operations tasks related to the Drop-In Center's day-to-day operations such as:
 - a. Assist with distribution of food, toiletries, clothes
 - b. Assist TAY with life skill building
 - c. Assist with center opening and closing procedures
 - d. Help to monitor working status of office and recreational equipment; report problems through appropriate channels
9. Ability to be trained to enter data into electronic health records systems
10. Ability to uphold professional standards as a representative of the organization and manages case records following legal, procedural, and confidentiality requirements

Confidentiality and Privacy

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, and state and federal laws.

To perform the job successfully, an individual must demonstrate the following:

Leadership and Initiative	Teamwork	Problem solving	Ability to function under pressure/in crisis situations
Willingness to Learn	Outgoing Interpersonal Skills	Excellent oral & written communication	Organized and detail oriented
Able to maintain appropriate relationships with peers	Professional Demeanor	Strong Ethics & Judgment	Motivational skills
Must be adaptable	Excellent Attendance & Punctuality	Dependable	Able to empathize with clients

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line Peer Support Specialist.