

# Peer Specialist

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

## **Position Description:**

Under the administrative direction and general supervision of the Program Manager, the Peer Specialist is an individual who has received CalWORKs, or similar benefits in the past, and wants to draw on their own lived experience to help support other parents who are engaged in activities to remove barriers to self-sufficiency. The Peer Specialist is an integral member of Family Paths BOOST/CalWORKs program's treatment team, along with the Mental Health, Employment and Substance Abuse Specialists. The primary purpose of this position is to bring the client's perspective to all aspects of the treatment and to provide case management support, with the goal of helping clients secure employment or educational opportunities.. The Peer Specialist works closely with clients who are receiving CalWORKs Welfare to Work services at Family Paths in a non-judgmental and respectful manner. The Peer Specialist is also responsible for communicating collaboratively, respectfully and effectively with colleagues from diverse backgrounds.

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Serves as a role model and mentor for clients receiving CalWORKs Welfare to Work services.
2. Helps clients engage in services and provide linkages to needed support services to remove barriers to treatment. Meets directly with clients to assess case management, mental health/substance abuse and employment needs in order to remove barriers to self-sufficiency.
3. Provides system navigation, case management, and coordination with other service providers, including, but not limited to Social Services Agency and other community based providers.
4. Helps clients increase their advocacy skills and support network.
5. Builds relationships with CalWORKs SSA workers to advocate for clients' benefits issues.
6. Participates in treatment teams (with mental health, employment, and substance abuse specialist) as an equal member to strongly represent the client's perspective.
7. Assists in the ongoing development and evaluation of the client's treatment plan.
8. Participates in outreach and community events.
9. Participates in related trainings and workshops.
10. Travels throughout Oakland as needed to meet the needs of the clients in their communities.

## **Administrative Responsibilities**

1. Maintains an appropriate caseload and meets program billing goals as determined by Program Manager.

2. Completes all charting requirements in a timely manner.
3. Provides client data for reports and contracts as needed.
4. Attends mandatory team and Agency meetings and trainings
5. Documents billable services according to County guidelines.
6. Performs other duties and assignments as required.

### **REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:**

- High school diploma or GED.
- Is a past CalWORKs recipient or has lived experience with issues similar to those facing our clients (i.e. caregiver who has interacted with public benefits systems, dealt with homelessness and poverty).
- Experience working with people under stress and an ability to remain calm.
- Willingness to work with clients with complex needs who are exhibiting mental health/behavioral issues.
- Knowledge of community resources, specifically related to homelessness and childcare.
- Good organizational skills and ability to handle multiple priorities.
- Knowledge of trauma's impact on families and ability to work from a trauma-informed perspective.
- Ability to support clients and to implement strategies that incorporate the family's cultural values and strengths.
- Ability to exercise good judgment and work independently on a day-to-day basis, legally and ethically, and to consult with supervisor when appropriate.
- Ability to communicate effectively and respectfully (both verbally and in writing) to clients and colleagues from diverse backgrounds.
- Ability to address differences and conflicts, including those that are culturally based, in a proactive manner.
- Computer literate with experience in Windows and Microsoft Office Word, the Internet, and workstation networks.
- Must have working knowledge of all laws pertaining to child abuse and be able to apply them in everyday practice.
- Persons of color encouraged to apply.

### **Special Requirements:**

- Must pass criminal records clearance.
- Requires some driving on agency business so must have access to reliable transportation, maintain a valid CA driver license, current auto insurance and a clean DMV record.
- Flexibility to work occasional evenings and weekends for meetings and special events.

### **Work Environment:**

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Requirements:**

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. While performing the duties of this job, the employee is:

- Must be able to see, talk and hear.
- Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc.
- Occasionally required to walk, stand, and sit for extended periods.
- Occasionally required to push/pull objects up to 50 lbs. and to lift/carry objects up to 25 lbs.

**COMPENSATION:** \$22.95-\$23.52. Pay rate is commensurate with education and experience and competitive in the non-profit environment.

**LOCATION:** Oakland

**EMPLOYEE STATUS:** Full Time

**WEEKLY HOURS:** 37.5 (*Full Time positions are based on a 37.5 work week*)

**BENEFITS INCLUDE:**

- Group Kaiser and Dental Benefits
- Flexible Spending Accounts
- PTO plan starting at 4 weeks (progressive to 6 weeks at 5 years)
- 12 paid Holidays, 2 Float Holidays
- 5 days of paid Educational Leave + professional development allowance
- 401K Retirement Plan, Commuter Benefits Plan, 529 Education Savings Plan, Long Term Disability Insurance, Voluntary Long-Term Care Insurance, Voluntary Aflac Benefits
- Access to free internal clinical trainings

**TO APPLY:** Send your resume and **cover letter** to Lorraine Allen. **Resumes without cover letters will not be reviewed.**

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