



**Job Title:** Bi-Lingual (English/Spanish) Peer Specialist  
Transition Program

**Reports To:** Transitions Program Manager

**FLSA Status:** Non-Exempt

**Hours:** Full Time – 40 hours per week

**Wage:** \$21 per hour

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**Job summary** Under general supervision of Program Manager, the Peer Specialist will provide consumer support through peer to peer counseling, classes, and community activities in alignment with the program services. The ideal candidate will have completed the Peer Specialist training. Candidates who have not completed the Peer Specialist training but qualify for the position, including lived experience with mental health (required), substance recovery, and or previous homelessness, must successfully complete the intensive Peer Specialist training at the start of employment. This position mostly travels to the consumer (Sonoma County) to provide program services.

#### **Essential Functions**

- Provide appropriate information and quality orientations; accurately complete the intake and year action plan process with new consumers.
- Facilitate appropriate activities and classes.
- Provide effective peer to peer counseling.
- Participate in ensuring that the peer services are provided a safe environment.
- Submit completed data, information, and documents in a timely manner.
- Work cooperatively with other staff, Program Manager, and Director.

- Maintain member confidentiality.
- Complete and analyze outcome from established measurement tools for program evaluation; track and measure data against program goals and commitments.
- Report to a worksite as requested.

### **Knowledge, Skills, & Abilities**

- Excellent Customer Service skills
- Ability to establish trust
- Understanding and knowledge of mental illness challenges, substance recovery, and or homelessness
- Ability to maintain confidentiality and boundaries
- Sensitivity to uniqueness of Program's physical and cultural environment (i.e. homeless population needs and services); desire to make a difference
- Successfully carry out program critical duties assigned by the Program Manager or Director as needed
- Capability and commitment to represent consumers, the agency and the community in a professional and positive manner
- Capacity to ensure peer operations and activities are carried out according to organizational and program policies and procedures
- Ability to satisfactorily complete CPR/FIRST AID/AED training
- Punctual

### **Minimum requirements**

- High school diploma or equivalent is required
- Bi-lingual (English/Spanish)
- Completed Peer Specialist training highly desired
- Identify as a Peer with lived experience in a stable recovery
- Satisfactorily pass background check and DOJ fingerprint clearance
- Valid Driver's License with acceptable record and automobile insurance required

*The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

**Physical Requirements:**

Traverse – Regularly moves about the Center and the community to oversee activities, collect office supplies and documents, meet with members in designated areas, kneeling and bending

Communicate and Interact – Exchange information and provide peer conversation for members in person and via virtual group meetings (Zoom)

Detect, Identify – Frequently reviews hard copy documents, emails

Stationary position – Must be able to remain in a stationary position up to 30% of the time

Operate, Draft, Write, Compile – Consistently uses a computer to research, document, communicate

Transport – Occasionally lifts up to 20 lbs.

**Americans with Disabilities Act**

WCCS has pledged to ensure that employees and applicants have equal access to job opportunities, will not be discriminated against based on having an actual or perceived disability, and will have the same opportunity for employment, promotions, and transfers, as those individuals who do not have disabilities. WCCS complies with requests for accommodations under the Americans with Disability Act, including the Amendments Act.