Job Title: Peer Support Specialist
Organization: Peer Recovery Services
Location: Stockton, CA
Reports To: Lead Peer Support Specialist

About Peer Recovery Services

Peer Recovery Services is a nonprofit organization dedicated to supporting individuals and families with behavioral health challenges. San Joaquin County Behavioral Services (SJCBHS) sponsors our program with funding from the Behavioral Health Services Act. We value lived experiences, empathy, and resilience in our approach to advocacy and support.

Key Responsibilities

Peer Support Group Facilitation

1. Lead evidence-based peer support groups and educational workshops.
2. Create safe, non-judgmental spaces for sharing and mutual support.
3. Facilitate skill-building groups to enhance coping, self-advocacy, and recovery maintenance.

Individual Support

1. Inspire hope and motivate individuals using personal recovery experience.
2. Collaborate on personalized recovery plans, identifying strengths and resources.
3. Provide one-on-one peer support and assist with navigating treatment systems.

Referrals and Advocacy

1. Support transitions between services (e.g., hospital to community, homelessness to housing).
2. Advocate for individuals' rights while respecting their choices.
3. Build trusting relationships through empathy and active listening**.**

Documentation

1. Track participation and engagement in group discussions.
2. Complete progress notes in the Electronic Health Record (EHR) in a timely manner.
3. Transport, store and destroy Personal Identifying Information (PII) and Protected Health Information (PHI) according to SJCBHS policies.
4. Adhere to the SJCBHS Standards of Conduct for Contractors.

Other Duties

1. Stay updated on best practices and participate in supervision and training.
2. Maintain the group room, common room, computer lab, and restrooms appropriately for member use. Perform routine cleaning of these areas, including trash removal, surface cleaning, and restroom sanitation.

Qualifications

1. Lived experience as a mental health consumer or family member.
2. Medi-Cal Peer Support Specialist certification within 6 months of hire.
3. Pass monthly Medi-Cal exclusion screenings.
4. High school diploma or equivalent.
5. Proficiency in Microsoft Outlook, Word, and Excel.
6. Ability to share recovery experience appropriately to support others.
7. Strong communication and interpersonal skills with diverse populations.
8. Empathy, compassion, and a non-judgmental approach.
9. Knowledge of recovery principles and peer support practices.
10. Ability to maintain confidentiality and professional boundaries.
11. Strong organizational skills and accurate documentation.

Equal Opportunity

Peer Recovery Services is an equal opportunity employer. We value diversity and do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability.

Staff Name:_____

Staff Signature:_____ **Date:**_____