



Position Title: Peer Counselor
Program/Dept: Homeless Outreach, Motivation and Engagement (HOME)
Reports to: Program Director
Classification: Regular, Full- Time, Non- Exempt
Salary Range: \$12.00 hourly + Full Benefits Package

Agency Description: Caminar is a nonprofit agency with over 50 years of experience providing community-based support services for people with disabilities. Caminar services are designed to enable adults and older adults with mental health, physical and developmental disabilities to live and work in their community in accordance with their ability and desire. **Our mission is to improve the quality of life for people with disabilities by providing opportunities to live in the community with dignity and independence.** The agency employs approximately 300 of the most dedicated and professional staff serving the communities of San Mateo, San Francisco, Solano and Butte counties.

Position Description: The Homeless Outreach, Motivation and Engagement (HOME) program provides intensive case management services to homeless individuals with serious mental illness and/or substance abuse issues. Under supervision of the Program Director, the Peer Counselor provides group and individual support to adults with serious mental illness and/or substance abuse. The incumbent assists in the planning and coordination of consumer activities, assists in tracking services and provides outreach support and assistance as necessary to individuals in the community. *The Peer Counselor must have personal, lived experience with mental illness and must be willing to be identified accordingly. Because of their life experience with SMI and navigating the systems of care, Peer Counselors are able to use their own experience to inspire hope and provide support to others who are facing similar challenges.*

Essential Duties & Responsibilities:

- Visit and provide services to individuals at homeless encampment, parks, shelters, and other assigned locations where homeless individual might be present.
- Assist Consumers in problem-solving and obtaining community resource contacts.
- Assess crisis situations and need for back-up; seek assistance from supervisor or Assistant Case Manager to provide intervention as necessary.
- Assist in developing community supports.
- Attend supervision meetings.
- Attend all in-service and county trainings as required.
- Assist in tracking the services provided by the program.
- Help answer phones as required.
- Maintain Medi-Cal documentation (after training period); progress notes per contact; and recording of time on reporting document.
- Ensure all paperwork is co-signed by appropriate mental health professional.
- Participate in promoting a safe, healthy and clean working environment at all times consistent with applicable laws, industry standards and the agency's own Health & Safety Program.
- Complete and submit accurate time sheets and absence reports to Program Director in a timely manner.



- Promote within the agency and with the general public the philosophy and practice of social rehabilitation.
- May drive own or agency vehicle to treatment destinations, as required; documenting and reporting mileage according to agency procedures, so that services can be provided in a timely manner; comply with agency vehicle policy at all times.
- Actively nurture and advance the cooperative, harmonious and teamwork oriented environment Caminar strives to promote within the workplace; Through daily efforts and presentation promote an atmosphere of dignity and respect in line with the organization's mission, philosophy, policies and procedures.
- Perform other related duties, responsibilities and special projects as assigned.

Requirements, Qualifications, Skills & Abilities:

- Must be passionate about Caminar's mission.
- High School Diploma or GED preferred.
- Prior experience working with SMI/DD and homeless individuals preferred. Must be highly motivated, able to share recovery experience and provide support services to other persons with psychiatric disabilities.
- Must be able to express their belief in peoples' ability to succeed in their recovery.
- Must have knowledge of community resources.
- Basic computer skills in a Microsoft Windows environment including email and Internet navigation required. Experience with Human Service Information Systems strongly preferred. Experience with web based time and attendance and staff training and development system strongly preferred.
- Ability to maintain a high level of confidentiality, a professional demeanor and to represent the organization in a positive manner at all times.
- Must demonstrate acceptable level of maturity, good judgment, and emotional stability.
- Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Customer Service—manages difficult customer situations, responds promptly to customer needs and solicits customer feedback to improve service.
- Oral and written communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings. Completes written progress notes and other formal communications skillfully and professionally.
- Quality management—looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Planning/organizing—prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

Physical, Environmental and Mental Requirements:



- Physical: Occasionally required to push/pull objects up to 50 lbs, and to lift/carry objects up to 25 lbs. Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to walk, stand, sit for extended periods.
- Sensory: Frequently required to read documents, written reports, and plans. Must be able to distinguish normal sounds with some background noise, as in answering the phone, interacting with residents and staff, etc. Must be able to speak clearly and understand/be understood using the English language.
- Cognitive: Frequently required to concentrate on moderate detail with constant interruption. Must be able to attend to a task/function for 20-45 minutes at a time. Frequently required to understand and relate to specific ideas, several at a time. Must be able to remember multiple tasks/assignments given to self and others over a period of several days.
- Environmental Conditions: Frequent exposure to varied office and mixed (residential/office) environments. Occasional exposure to toxins and poisonous substances, dust, and loud noises.
- Equipment: Frequently required to use a computer, phone, and fax machine.

Special Requirements:

- Must be able to meet and receive a criminal records clearance, as required by Title XXII, other licensing regulations, and Caminar practices.
- May be required to maintain a valid California driver license, an MVR sufficient to obtain and reasonably maintain insurability under agency auto liability policies, personal auto insurance and reliable personal vehicle.
- Must be able to pass post offer, pre-employment medical and drug tests as required under State Community Care Licensing regulations and/or agency policies.

How to Apply:

Please send a letter of interest and current resume to jobs@caminar.org (include "HOME PC" the subject header of your email). No Phone Calls Please.

Caminar is a leader in providing innovative client-oriented mental health services. We are an equal opportunity employer. Please visit our web site at www.caminar.org