



*Because everyone should have a home.*

## **JOB DESCRIPTION**

**Position:** Peer Specialist  
**Job#** HW06071701  
**Status:** Full time  
**Exemption Status:** Non-exempt  
**Supervisor(s):** Community Health Services Manager

### **Program Information:**

The HOPE Project operates a 37 foot, state-of-the-art, mobile health clinic that takes its services to the streets; going directly to the people we serve and offering medical, mental health, substance recovery, and social services. The HOPE Project also provides street outreach to individuals living in Mid, Southern and Eastern Alameda County. Once engaged, Housing Navigators on the team more intensely with a small group of people to help them obtain the resources necessary to obtain stable housing.

### **Job Purpose Summary:**

The Peer Advocate will pair with other HOPE team members to provide street outreach in mid county (Castro Valley and Hayward) and Livermore. By developing rapport and trust through the outreach relationship, the Peer Advocate will assist homeless individuals with linking to services like shelter, food, benefits, health care, etc. The Peer Advocate will also work closely with the Warming Center in mid-county providing outreach, linkage, and intake services. During the months of November-April, the Peer Advocate is expected to be able to work flexible hours to accommodate the opening of the warming center on cold and wet nights. **This includes the ability to work evenings and weekends as needed during the winter months.**

***In your cover letter, briefly describe your personal life experience with recovery from addiction, homelessness, and/or mental health recovery.***

### **Minimum Qualification:**

- Personal life experiences with recovery from addiction, homelessness, and/or mental health recovery required.
- AA or equivalent field experience required. Bilingual a plus.
- Ability to build supportive and respectful working relationships with individuals with disabilities and/or are experiencing homelessness that instills hope and promotes self-determination using a strengths-based approach. Sensitivity to and understanding of the special needs of the homeless.
- Proven ability to work independently and as an effective and collaborative member of a team.
- Excellent verbal skills. Strong organizational and time management skills.
- Possess an understanding of and practice cultural sensitivity.
- Ability to work flexible hours, including early morning, some weekends and evenings
- Must be competent in Microsoft Word as well as utilizing the internet and e-mail. Working knowledge of Excel and Publisher a plus.
- Sense of humor, flexibility, compassion, and creativity
- Ability to travel by foot to provide outreach to encampments, parks, and other remote areas.
- Reliable transportation and proof of a valid and current California Driver's License and current insurance along with a clean DMV record required.

### **Responsibilities:**

- Provide outreach and engagement to homeless adults to locate persons who may need support and services to maintain and develop optimal functioning in the community, in the spirit of “doing whatever it takes.” Locations include but limited to encampments, parks, shelters, treatment facilities, jail, court, etc.
- Provide support to mid-county shelter with outreach, linkage and intake services.
- Assist in interviewing and completing initial intakes with clients, gathering and assembling related information, and maintaining appropriate records and files. Maintain thorough and concise case notes.
- Assist in linking participants with community treatment services for mental health, substance recovery, physical health care, financial assistance, educational and employment services, housing, advocacy, socialization activities, and other services.
- Assist participants with establishing goals and strategies for increasing self-sufficiency. Assist participants with accessing public benefits (i.e. General Assistance, Food Stamps, and SSI). Provide referrals to appropriate community agencies.
- Support participants as they navigate the criminal justice and court systems. Advocate for participants by interacting with judges, court mental health staff, public defenders, etc.
- Provide support, role modeling, and coaching to participants in the program.
- Attend weekly case conferencing meetings and ongoing agency and outside trainings.
- Provide case management and other services as needed at Abode Supportive Housing sites as requested.
- Ability to work evenings and weekends as needed during the winter months (November - April) to accommodate the warming center.
- Proficient in Microsoft Office computer programs.
- Reliable transportation and proof of a valid and current California Driver’s License and current insurance along with a clean DMV record required.
- Perform all other duties as assigned.

**Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

**Equal Opportunity Employer/Drug Free Workplace.**