



Job Description

Job Title:	Peer Support Specialist	Program:	SECTOR
Site:	Compton	Reports To:	Chief Programs Officer
FLSA Status:	Non-Exempt	Job Code:	240422
Salary Range:	\$52,000 (\$25/hour)		

SECTOR: The Skills and Experience for the Careers of Tomorrow (SECTOR) program is a program of the LA County Justice, Care, and Opportunities Department. In 2024, EntreNous was awarded a SECTOR grant from the County of Los Angeles. This program provides occupational training, workforce preparation, and support services, along with job development, placement, and follow-up for adults (18+) impacted by the justice system.

The Peer Support Specialist (PSS) performs peer mentoring functions for adult individuals who are system-impacted and have a history of mental illness and/or substance use issues. PSS engages in a wide range of activities, including advocacy, linkage to resources, sharing of experience, community and relationship building, group facilitation, skill building, mentoring, goal setting, and more. They may also plan and develop groups, services, or activities, supervise other peer workers, provide training, gather information on resources, and work to raise awareness.

The successful candidate has a problem-solving mindset, high integrity, and the ability to undertake multiple tasks. This individual will also be expected to work independently and must possess the ability to prioritize various high-level responsibilities. EntreNous is growing quickly and in exciting directions, and the PSS will have a major opportunity to bring the organization to a higher level of efficiency and excellence. This is an exceptional opportunity for someone seeking to advance their career in the nonprofit sector.

Knowledge, Skills and Abilities:

- Possesses at least entry-level knowledge of the role and duties of the position; understands the department’s roles and can meet the expectations of the position for work schedule, punctuality, attendance, time management, productivity, and quality of work
- Operates as a reliable, flexible team player who works well with minimal supervision; has a good work ethic; can work effectively with team members demonstrating creativity, initiative, adaptability, and the ability to accept accountability and critical feedback. Is receptive to learning and responsive to supervision
- Follows established procedures and can contribute to their improvement with a solution-oriented approach. Willing to take direction and learn from others
- Familiar with the use of technology including Google Suite, email, internet, smartphone
- Possesses the interpersonal skills needed to promote a safe, positive, and inclusive professional work environment conducive to effective service delivery; communicates effectively both orally and in writing
- Is sensitive to community, cultural, and personal dignity of program participants and can successfully engage, assess, and plan services for participants typical of the program’s target



population. Recognizes appropriate boundaries and limitations on interactions with program participants and their families and the need to maintain professional standards and practices.

- Is familiar with standard approaches to accurate participant record keeping, including timely charting, notation formats, content limitations, and confidentiality practices
- Possesses knowledge of programs, regulations, and procedures regarding human services, social services, justice, and workforce development

Responsibilities:

- Fosters positive relationships with community members and partner organizations
- Participate in cultural and community-building activities/events
- Works to incorporate into organizational culture best practices for diversity, equity, and inclusion, restorative practice, and trauma-informed care
- Attends and participates in all mandatory meetings
- Performs outreach and marketing duties to recruit participants and educate the community on SECTOR Services
- Carry out intake and eligibility determinations and make appropriate referrals when the applicant is not eligible for SECTOR services; conduct participant assessments leading to enrollment; complete and update participant service plans
- Arrange and participate in participants' family meetings, service meetings, team meetings, etc., and coordinate wrap-around services with other providers; provide transportation of participants to meet program goals
- Organizes, coordinates, prepares, and delivers approved skills-based workshops for participants
- Enters data into participant databases; assists in the writing of periodic program reports.
- Assist participants with navigating needed resources in the communities and accompanying them when there is a need for support and/or guidance
- Takes direction from experienced staff members in the methodology for carrying out peer counselor interventions identified on the recovery/service plans
- Provides support services when the need arises
- Share their experience with lived experience and mental health in a manner that communicates hope - this individual will be a "program of attraction" as he/she relates their own experience - what it was like, what happened, and what it is like now.
- Other duties as assigned.

Qualifications/Hiring Criteria:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Lived experience with the justice system (justice impacted)
- 2 years of experience providing services to high-barrier populations
- 1 year of experience conducting workshops and/or group sessions
- Experience working with an America's Job Center of California
- Proficient English written and spoken skills; effective communication skills
- Familiar with the use of technology including Google Suite, email, internet, smartphone



- Strong organizational skills; ability to perform multiple tasks and meet deadlines
- Flexible team player with a positive attitude
- Passion for EntreNous' mission and purpose
- Capacity to maintain confidentiality and discretion
- Bi-lingual - English and Spanish (preferred but not required)
- Right to work in the United States and a TB test within the last four years
- California Driver's License, clean DMV record & adequate auto insurance
- Covid vaccination records
- Applicants offered a position with EntreNous are subject to a LiveScan Background check. Certain past criminal convictions are not a reason for disqualification

Benefits:

- Health (Kaiser), Vision (VSP), and Dental Insurance (Delta) (100% Company Paid)
- 18 paid holidays
- Retirement Plan
- 40 hours of sick time
- 9-day work schedule (every other Friday off)
- 40 hours of personal time off (at the first anniversary)

How to Apply: The position will remain open until filled. Applications can be made through Indeed, Monster, ZipRecruiter, LinkedIn, and Facebook. PLEASE DO NOT DUPLICATE YOUR APPLICATION. (No recruiters and no phone calls, please).

EntreNous is an equal-opportunity employer. EntreNous strongly encourages applications from all qualified individuals who share lived experiences with the communities we serve. In particular, EntreNous welcomes applicants who are formerly incarcerated and/or justice-involved.

It is the policy of EntreNous to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.