



## Job Description

<b>Job Title:</b>	Peer Support Specialist	<b>Exempt / Non-Exempt:</b>	Non-Exempt ▾
<b>Unit:</b>	Adult Residential, TC	<b>Benefits:</b>	Full Benefits Package ▾
<b>Location (City):</b>	Los Angeles	<b>Travel Required:</b>	Yes, mostly local ▾
<b>Hourly Rate Range:</b>	\$18-\$20 an hour	<b>Position Type:</b>	Full-Time Regular ▾
<b>Date Posted:</b>	7/25/23	<b>Posting Expires:</b>	Once Filled

<b>External Posting URL:</b>	<a href="http://www.indeed.com">www.indeed.com</a> , <a href="http://www.handshake.com">www.handshake.com</a> , LinkedIn.com
<b>Internal Posting URL:</b>	<a href="http://www.aadapinc.org">www.aadapinc.org</a>

### Applications Accepted By:

<b>Fax or Email:</b> FAX: 323.295.4075 Email: <a href="mailto:hr@aadapinc.org">hr@aadapinc.org</a> Subject Line: Job Application	<b>Mail:</b> ATTN: Jennifer Nishimura, HR AADAP, Corporate Office 2900 Crenshaw Blvd. Los Angeles, CA 90016
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### Job Description

**SUMMARY STATEMENT**

Under the direct supervision of the Program Coordinator the Peer Support Specialist (PSS) assists the clinical staff to implement the Outpatient treatment program. The PSS assists in conducting group counseling, teaching life skills, and providing support services through community resources.

**DUTIES AND RESPONSIBILITIES**

**DIRECT SERVICES**

- Plan and implement peer support groups.
- Plan and implement educational and life-skills groups.
- Assist treatment staff and clients with coordination of therapeutic & RSS activities.
- Document all activities in accordance with Federal, State and County guidelines.

**SUPPORT SERVICES**

- Plan and implement health, employment, legal, social, and other community services needed by clients.
- Provide assistance for clients in navigating and procuring basic needed resources. (food/clothing/housing/ transportation)
- Assist clients with transportation to/from recovery activities/events.
- Assist in implementing UA testing for clients
- Participate in weekly meetings with the program supervisor.
- Assist with facility operations and maintenance issues as requested by the supervisor.
- Provide other services as assigned.



**Preferred Skills**

- Bilingual or bicultural capabilities with Los Angeles County threshold languages: Arabic, Armenian, Cantonese, Farsi, Urdu, Khmer (Cambodian), Korean, Mandarin, Russian, Spanish, Tagalog, Vietnamese, and other Chinese languages.
- High School diploma or higher education
- Computer literate and competent in office equipment

**General Requirements and Knowledge, Skills, and Abilities (KSA's):**

- Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
- Valid California Driver's License and current automobile insurance
- Must pass a background check and Livescan
- Physical exam and proof of TB clearance
- Lived experience and a minimum of 6 months sobriety
- Must provide proof of full vaccination and 1st Booster against Covid-19 upon hiring.
- Ability to get along well with others, be punctual, pleasant, and tactful with professional appearance and conduct.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, clients and their families, community organizations, and the general public.
- Ability to be culturally competent of age groups, gender identity, sexual orientation, spiritual beliefs, socioeconomic status, and diverse cultures.

**Physical Requirements:**

Moderate Duty

This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting reaching, working on irregular surfaces, occasional lifting of objects over 25 pounds, and frequent lifting of 10-25 pounds. Ascending and descending ladders and staircase will be more frequent. An example in this position frequently will be moving and organizing agency supplies.

AADAP, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND ADHERES TO HIRING PRACTICES IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS

Reviewed By:	James Stinson, TC Director	Date:	7/25/23
Approved By:	Dean Nakanishi, CEO	Date:	7/25/23
Last Updated By:	Jennifer Nishimura, HR Coordinator	Date:	7/25/23
Employee Acknowledgement:		Date:	