

MENTAL HEALTH ASSOCIATION OF ORANGE COUNTY

JOB DESCRIPTION

TITLE: PEER MENTOR I, WELLNESS CENTER

SUMMARY:

Under the direction of the Wellness Center Program Director, the Peer Mentor I is responsible for supporting the successful implementation of a variety of Wellness Center services.

REPORTING RELATIONSHIPS:

This position reports to the Program Director at the Wellness Center.

STATUS: Part Time, Non-exempt

DUTIES AND RESPONSIBILITIES:

Essential:

1. Create and maintain a positive atmosphere of acceptance for members.
2. Provide support to Wellness Center members by assisting them with assigned tasks as needed.
3. Demonstrate a high level of diplomacy, knowledge, and ability working with members.
4. Ensure adherence to program's policies and procedures.
5. Facilitate a variety of support groups that promote wellness.
6. Provide crisis intervention as needed.
7. Provide socialization support during Wellness Center's activities and events.
8. Meet with Program Director and other staff as necessary.
9. Attend weekly staff meetings, weekly community meetings, and any other meeting as required by the Program Director when possible.
10. Must adhere to agreed upon schedule coordinated with the Program Director.

Secondary:

1. Attend training events as appropriate.
2. Perform other duties as required or assigned.

QUALIFICATIONS:

1. First-hand knowledge of mental illness, pertinent life experience, and knowledge of the public mental health system.
2. Two years' experience in a peer support role or related position.
3. Demonstrated knowledge, understanding, and skill set working in the mental health field.
4. Able to read, speak, write, and understand English.
5. Able to build rapport with mental health consumers.
6. Ability to uphold the philosophy and practices of MHA.
7. Bilingual language preferred (English/Spanish or English/Vietnamese).

PHYSICAL DEMANDS:

1. Sit in a stationary position at least 70% of the time.
2. Frequently move about the office to access file cabinets, office machinery, etc.
3. Ability to operate a computer and other office productivity machines, such as a calculator, copy machine, fax machine, scanner, and computer printer.
4. Must have the physical dexterity to type at minimum 45 WPM.
5. Ability to lift up to 20 lbs.
6. Communicate daily with Consumers, staff and outside resources that have inquiries; must be able to exchange accurate information in these situations.
7. Occasionally transport clients in personal and MHA vehicle.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Mental Health Association of Orange County is an equal opportunity employer. We encourage all qualified individuals to apply for open positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.