



## Current Job Opening: *allcove*<sup>™</sup> Peer Specialist

Location: San Mateo, California, United States

Full-time - 40hrs/week

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### ABOUT PENINSULA HEALTH CARE DISTRICT:

Peninsula Health Care District (PHCD) is a political subdivision of the State of California, and a California Special District serving the healthcare needs of more than 200,000 mid-Peninsula residents. Founded in 1947, PHCD serves the communities of San Bruno, Millbrae, Burlingame, Hillsborough, San Mateo, and Foster City by supporting the unique health and wellness priorities of our Peninsula communities, and safeguarding access to health services, today and in the future. PHCD fulfills its commitment to the community through oversight of District assets and infrastructure, planning for future health care needs, and investing taxpayer dollars in local health-focused organizations and programs. For more information: <https://peninsulahealthcaredistrict.org/>

### ABOUT ALLCOVE:

*allcove*<sup>™</sup> <https://allcove.org/> is a youth drop-in center model that has evolved from the Head Space Program in Australia and Foundry Program in British Columbia, Canada. PHCD is working closely with Stanford's Center for Youth Mental Health and Well Being (CYMHWB) leadership who have been instrumental in defining the model for California and successfully influencing the State of California Mental Health Services & Oversight Accountability Commission (MHSOAC) to provide start up grants for five pilot centers around the State. PHCD was successful in securing one of those 4-year grants. Here is the link to the State's initiative link: <https://mhsoac.ca.gov/initiatives/allcove-youth-drop-in-centers/>

### GENERAL PURPOSE:

Under the direction of the *allcove* Clinical Director, the *allcove*<sup>™</sup> Peer Specialist engages with *allcove* youth, provides peer-to-peer support services, and supports outreach efforts to youth and the community, promoting visibility, access and encouraging participation in *allcove*.

### ESSENTIAL FUNCTIONS:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the job.*

1. Performs initial orientation for youth (ranging in age from 12 years to 25) accessing *allcove* to include but not limited to: assisting with completion of forms, intake questionnaires and initial screening or assessments as needed; ensuring a welcoming, inclusive, and youth-friendly experience.
2. Provides support to the youth accessing *allcove* by acting as youth support and mentor. This includes but is not limited to: participating in goal-setting activities; identifying opportunities for youth to learn, grow and become more confident/improve self-esteem; providing encouragement and support to access resources; sharing and discussing common experiences to develop trust and rapport, encourage and maintain a positive and optimistic outlook; communicating, representing and promoting the peer perspective within the center. Works collaboratively with volunteer Peer Associates to provide a youth-centric experience for all young people accessing the center.
3. Actively engages with Youth Advisory Group members by supporting the *allcove* Youth Outreach Specialist in the planning of Youth Advisory Group meetings and supporting events and outreach efforts.
4. Develops effective working relationships with agencies and organizations to advocate for peer empowerment including wellness, outreach and collaboration in future events and activities.
5. Assists supervisor with conducting outreach to educate community partners and peers about center services and resources available, including center tours, public presentations, or guest speaking engagements.

6. Works with Communications and Marketing to provide outreach to peers in the community through presentations at schools, outreach/tabling events and activities. Collaborates with them to develop communication and marketing materials for program activities and ensures that youth and center resources are always available
7. Provides support to supervisor by leading or co-facilitating workshops.
8. Responsible for completing and maintaining related records and documentation by participating in data collection.
9. Exhibits clear understanding of the history, mission, and vision and serves as an ambassador of Peninsula Health District.
10. Serves as a role model for the District's core values of stewardship, collaboration, inclusion, shared responsibility and transparency.
11. Performs assigned training, duties, and other projects and work schedule as assigned.
12. Must be willing to work a flexible schedule including occasional weekends and evenings.

## COMPETENCIES:

*This position requires the following competencies (e.g., knowledge, skills, and abilities) in order to perform all functions of the job.*

### LEADERSHIP COMPETENCIES:

**Adaptability/Flexibility.** Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems. Recovers quickly from setbacks and finds alternative ways to reach goals or targets. Copes well and helps others deal with the ongoing demands of change; sees and shows others the benefits of change.

**Analysis & Reasoning/Problem Solving.** Sees underlying principles, patterns, or themes in an array of related information. Goes beyond analyzing factual information to develop a conceptual understanding of the meaning of a range of information. Breaks down problems and identifies all of their facets, including hidden or tricky aspects in collaboration with the integrated care team at allcove. Generates a range of solutions and courses of action with benefits, costs and risks associated with each. Thinks 'outside the box' to find options.

**Communication.** Effectively transfers thoughts and expresses ideas verbally in individual or group situations. Exhibits strong writing, editing, and proofreading skills. Checks for understanding of the communication by asking open-ended questions that draw out the intended audience's understanding.

**Customer Focus.** Will demonstrate and model new ways of seeking support in a professional, courteous and youth-friendly manner while supporting young people receiving services at allcove. Describes customers' business and expectations. Shows interest in, anticipates, and responds timely to customer needs. Goes beyond basic service expectations. Seeks ways to improve service delivery. Recognizes adverse customer reactions and develops better alternatives.

### JOB COMPETENCIES:

**Advocacy.** Advocate effectively with others so that clients receive needed care in a timely fashion, while understanding reasonable limits. Provide information and support for individuals and communities to advocate for their own needs. Build and maintain networks of community resources and referrals. Build and maintain networks with relevant community and issue advocacy groups.

**Relationship Building.** Maintains an open, approachable manner and treats others fairly and respectfully. Preserves others' dignity and shows regard for their opinions. Anticipates and recognizes the concerns of others, even if not openly expressed. Seeks to resolve confrontations and disagreements constructively. Builds rapport with external partners for mutual benefit to fulfill needs. Demonstrates a balance between building rapport and getting the work done.

**Self-Management.** Prioritizes tasks by importance and deadline. Adjusts priorities as situations change. Focuses time and effort on key tasks. Easily transitions between tasks and picks up where left off when interrupted. Makes reasonable estimates of resource needs to achieve goals or complete projects. Uses sound methods to plan and track work, appointments, and commitments. Completes high volumes of work, keeping a rapid pace without sacrificing accuracy. Meets and exceeds deadlines efficiently.

**Valuing Diversity/Cultural Awareness.** Sees the value of cultural, ethnic, gender, and other individual differences in people. Creates an environment of learning about, valuing, encouraging, and supporting differences. Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Strives to eliminate barriers to diversity; ensures that new barriers to diversity are not built.

### **QUALIFICATIONS GUIDELINES:**

*Any combination equivalent to experience, education, and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

#### **EDUCATION:**

Required: GED or High School Diploma, plus related experience working with youth and young adults with mental health and/or substance use issues or an equivalent combination of education, training and experience.

Preferred: Bachelor's Degree in social work, health promotion, public health or relevant health-related field. Will consider relevant work experience in lieu of formal education. Minimum of two years of experience in public health and health promotion, program development and working with young people, community partners and parents in a school-based setting in a professional or leadership role. Will consider lived experience and experience with youth engagement in lieu of school-based experience.

#### **KNOWLEDGE:**

Required:

Excellent working knowledge of the computer, including Microsoft Office programs (e.g., Word, Excel, Outlook, PowerPoint), and ability to learn software programs and databases. Bilingual Spanish-English skills are highly desirable.

. Community outreach or success in actively engaging organizations in a program/project is required.

Preferred:

Strong understanding of Child and Adult Protective Services rules and regulations, HIPAA, Mandated reporting, and limits of confidentiality.

### **SPECIAL REQUIREMENTS:**

- First Aid and Cardiopulmonary Resuscitation (CPR) methods; appropriate safety precautions and procedures; simple record keeping procedures.
- Must be able to successfully pass background check, tuberculosis test and drug screen.
- Must have a valid Class C California driver's license and ability to maintain insurability under the District's Employee Use of Automobiles Policy
- Must have completed certification for Mental Health First Aid or demonstrate a willingness to complete training upon hiring.

### **PHYSICAL STANDARDS:**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

### **PHYSICAL AND SENSORY ELEMENTS:**

This position requires hearing, talking, and seeing. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee uses finger dexterity in order to operate computer hardware for extended periods of time. The employee is required to constantly sit and occasionally walk and stand to access counters, work areas and files; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 20 pounds.

### **ENVIRONMENTAL ELEMENTS:**

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Employee works in an integrated youth health center for young people ages 12-25 and at community locations throughout San Mateo County. Some evening and weekend work may be required.

## EQUAL EMPLOYMENT OPPORTUNITY AND INCLUSION

Peninsula Health Care District has a deep commitment to diversity, equity, inclusion, and equal opportunity. We are committed to building a team that is representative of our community. PHCD is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, political affiliation, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

PHCD is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process and to perform essential job functions, of employment, please contact [careers@peninsulahealthcaredistrict.org](mailto:careers@peninsulahealthcaredistrict.org). Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format and/or using specialized equipment.

## COMPENSATION & BENEFITS

This is a full-time, hourly, exempt position (40hrs/week). Yearly compensation range of: Minimum- \$25 - \$30/hr. In addition, Peninsula Health Care District benefits include: CalPers Pension, CalPers Health, Delta Dental Plan, VSP Vision Plan and Life Insurance as well as 10 paid holidays during the year. Accrued PTO- (eligible for at least 30 days within a year from the commencement of employment).

## HOW TO APPLY

All applications are held in strict confidence. Please email a thoughtful cover letter and resume outlining your interest and qualifications to [careers@peninsulahealthcaredistrict.org](mailto:careers@peninsulahealthcaredistrict.org) with "**PHCD allcove Peer Specialist**" in the subject line. *Application materials submitted without a cover letter will not be considered.* No exceptions.

Position is Open until filled.

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