



EMPLOYMENT OPPORTUNITY

Koreatown Youth & Community Center, Inc. (KYCC) is a non-profit organization that has been serving the Korean American and multi-ethnic Koreatown community since 1975. KYCC's programs and services are specifically directed towards recently immigrated, economically disadvantaged youth and their families. KYCC offers a wide array of programs including counseling, academic services, community outreach, business services, affordable housing, and neighborhood beautification.

We have been serving our diverse community for more than 45 years, and if you're passionate about creating change within our community, we'd like to meet you.

Certified Peer Support Specialist (Full-time, Non-exempt)

Unit: Recovery Services Unit
Posting Date: 3/27/2024

Reports To: Recovery Services Manager
Salary: \$19.00- \$21.00/ hourly DOE plus BENEFITS

Positions Available: 2

Summary: The Certified Peer Support Specialist will work collaboratively with outpatient treatment staff to support clients address their substance use. Peer Support Specialist will meet with clients regularly to provide one-on-one support, provide peer support groups and develop recovery plans. This position is a direct service position and is under the supervision of the Recovery Services Manager and the Director of Children & Family Services who provide unit and administrative oversight and support. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year, including revenue generation goals. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position working 40 hours per week, Monday through Friday. Typical schedule is 9:00 AM – 6:00 PM but evening hours required for Tuesdays and Thursdays (12- 9:00 PM).

Duties/ Responsibilities:

- **Provide peer support services by:**
 - Drawing upon own lived experience to provide individualized, ongoing guidance, coaching and support;
 - Provide training in the use of personal and community resources;
 - Arranging medical appointments and other resources to aid clients;
 - Leading recovery support groups;
 - Mentoring and setting recovery goals and strategies;
 - Liaise with family members and medical professionals regularly;
 - Assist with Contingency Management (CM) services;
 - Accurately and timely documenting case records, statistical and other administrative data in accordance with all agency requirements;
 - Providing linguistically and culturally appropriate services to clients of diverse backgrounds;
 - Participating in ongoing individual and/or group supervision based on level of skill and professional development;
 - Providing language support if needed.
- **Attend relevant meetings, trainings, events and activities:**
 - Attending relevant contract meetings.
 - Attending individual and group supervision meetings.
 - Attending monthly and quarterly staff/agency meetings.
 - Attending professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor.
- **Perform other related duties as assigned by the supervisor.**



Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- High school diploma or equivalent degree.
- Current recertification for Medi-Cal Peer Support Specialist.
- Demonstrable working knowledge of the use and operation of personal computers.
- Ability to organize and prepare documentation in an accurate and timely manner using the EHR systems.
- Strong commitment to working with a multicultural community.
- Strong organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Self-directing and the ability to work independently as required.
- Proof of passing a TB test and Live Scan fingerprinting clearance.
- Proof of full COVID-19 Vaccination.
- Proof of eligibility to work in the United States.
- A valid Class C California Driver's License, access to personal automobile, and proof of auto insurance.
- Physical requirements: Able to sit for long periods of time, able to see to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; and dexterity of hands and fingers to operate office equipment.

Preferred/ Highly Desired Qualifications:

- Experience in providing Drug Medi- Cal Organized Delivery System contract services.
- Bilingual capacity (Korean/English and/or Spanish/English).
- Certification in CPR and First Aid Training,

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)