

---

**JOB ANNOUNCEMENT: LGBTQ PEER SPECIALIST LIAISON**

**POSITION TYPE: PART-TIME / NON-EXEMPT**

**LOCATION: AMADOR COUNTY, CA DEADLINE TO APPLY: SEPTEMBER 21, 2020**

Cal Voices is a 501(c)(3) public benefit organization dedicated to improving the lives of residents in the diverse communities throughout California through advocacy, education, research and culturally relevant peer support services. In all its programs Cal Voices works with individuals and families with mental health challenges to promote wellness and recovery, prevention, and improved access to services and supports.

**POSITION OVERVIEW**

Cal Voices has an immediate opening for Part Time (15-20 hours per week) LGBTQ Peer Support Liaison. Under the supervision of the Cal Voices' Program Manager, the LGBTQ PSL provides culturally-relevant peer support and linkage to services to clients in Amador County utilizing LGBTQ Support Groups. The LGBTQ PSL will be responsible for providing 12 LGBTQ support groups in the community throughout the year as well as organizing and implementing monthly activity based social events that decrease isolation and increase socialization; ultimately increasing knowledge and understanding pertaining to mental health and improving timely access to Behavioral Health Services. Additionally, the LGBTQ PSL will work with Sierra Wind staff by facilitating peer run support groups, providing one-on-one peer support and participating in other day to day operations of the center. The LGBTQ PSL will possess a thorough knowledge of community-based resources, and recovery-based services. The LGBTQ PSL will be expected to assist individuals and families in improving their quality of care through self-help support services, and the development of other strategies, such as Wellness and Recovery Action Plans.

Cal Voices is a consumer-run grassroots advocacy organization. **As such, applicant should have personal lived experience of recovery for a mental health challenge, as well as represent at least one of the LGBTQ communities.** Individuals with experience receiving public mental health services in any California county, who are bilingual/bicultural, and/or members of underserved groups (e.g. racial/ethnic minorities; LGBTQ members, etc.) are strongly encouraged to apply. Familiarity with the concepts of wellness, recovery, peer support, cultural and linguistic competence, public mental health systems, and the Mental Health Services Act are highly desired for the position.

**MINIMUM QUALIFICATIONS**

**Applicants who do not possess all of these minimum qualifications will not be interviewed:**

- Personal lived experience of recovery from a mental health challenge (applications must meet the accepted definition of a mental health "consumer")
- Knowledge of the needs of LGBTQ populations, and their intersecting identities in Amador County and the Public Mental Health System (PMHS)
- Understanding of marginalized communities and their need for representation in the PMHS
- Member of the LGBTQ community
- The ability to consistently work at least 15 hours each week and adhere to an assigned schedule
- Knowledge of community event planning
- Reliable transportation readily accessible throughout the workday
- A valid class "C" California drivers license
- An auto Insurance policy meeting or exceeding the minimum legal standards in California
- A high school diploma or its equivalent (Associate's or Bachelor's degree preferred)

- Strong written, verbal, and interpersonal communication skills
- A clean criminal history, as evidenced by the results of a DOJ screening
- The ability to work evenings and weekends as program needs dictate
- Proficiency in Microsoft office Suite (Word, Outlook, Power Point, Publisher, Access and Excel)
- Any combination of education, training, and experience likely to provide the required knowledge and abilities described herein

PLEASE CAREFULLY READ AND FOLLOW THE APPLICATION INSTRUCTIONS AT THE END OF THE JOB ANNOUNCEMENT. INDIVIDUALS WHO DO NOT FOLLOW THESE INTRUCTIONS WILL NOT BE CONSIDERED FOR THIS POSITION.

## **JOB DUTIES**

### **Core Services**

- Develop meaningful activities for the program members that decrease isolation and increase socialization, including activities that support clients' recovery-oriented goals and reflect their cultural identities with focus on prevention and early intervention
- Conduct LGBTQ population specific peer support groups and recovery-oriented group activities through the sharing of personal stories, validation, and community resources.
- Collaborate with staff, volunteers, and community members around specific strategies towards prevention and early intervention for LGBTQ populations in the rural community of Amador County and its surrounding regions.
- Link LGBTQ members and family with community resources, self-help supports, and recovery-based services
- Develop strategies to connect LGBTQ members to benefits, entitlements, and resources
- Assist LGBTQ members with setting recovery goals, developing an individual WRAP, and solving problem directly related to their recovery-orientated goals

### **Advocacy, Outreach and Engagement**

- Conducts community outreach, trainings, and presentations to educate community members
- Provide outreach services to unserved and underserved individuals
- Assist members in building and maintaining personal support networks
- Conducts data collection and participant surveys
- Attend trainings, meetings, and events with provider agencies and county mental health staff
- Ensure confidentiality is maintained at all times in accordance with Federal, State, County, and Agency Standards
- Plan and provide LGBTQ specific feedback related to support groups, workshops, conferences, and other coordinated efforts to improve mental health services
- Participate in crisis assistance and other related training, as needed
- Facilitate meetings and make group presentations

---

## **Other Responsibilities**

- Perform all other duties as assigned
- Create flyers, newsletters, and other publications for social marketing
- Develops Wellness and Recovery Action Plans (WRAPS) with members
- Organize, coordinate, and participate in public presentations, community events, and cultural activities to promote and provide LGBTQ Peer Support Services

## **KNOWLEDGE AND ABILITIES**

### **Candidates must possess KNOWLEDGE of:**

- The mental health needs, challenges and barriers to care for LGBTQ populations living in Amador County.
- The basic needs and challenges of adult mental health clients, including those from underserved and ethnic communities
- The complex public and/or private agency services available for LGBTQ populations' mental health needs, including community and recovery-based resources and culture-specific groups
- Self-help and peer support principals
- Key elements, values, and goals of the Mental Health Services Act (Prop. 63)
- Current legislation, laws, and issues impacting mental health services in California
- Microsoft Office programs, Including Word, Excel, Outlook, Publisher and PowerPoint

### **Successful candidates will have the ability to:**

- Effectively communicate, establish, and maintain cooperative and effective working relationships with a wide range of individuals and groups in various settings
- Demonstrate the ability to shift problems into vision
- Assist in preparing monthly/quarterly reports
- Model effective coping techniques and communication skills
- Use language that is non-judgmental and non-clinical
- Demonstrate culturally-sensitive and appropriate interaction
- Apply self-help and support principals and techniques to problems and issues

## **PHYSICAL AND MENTAL REQUIREMENTS**

### **This position requires employees to:**

- Consistently work at least 15 hours a week, and adhere to an assigned work schedule
- Frequently drive to/from various locations within Amador County using their own transportation
- Perform moderate typing and engage in daily computer use
- Sit/remain stationary for the majority of the day
- Write notes or otherwise record Important Information
- Speak in public, make presentations, and facilitate support groups
- Sometimes work in the evenings or on weekends to attend appointments, events, meetings, and training
- Occasionally travel to conferences/trainings held in distant locations
- Speak to other via telephone, in person, and in public settings

- Read, understand, and summarize information both verbally and in writing
- Make decisions and engage in ongoing problem-solving activities

### **COMPENSATION AND BENEFITS**

Employment at Cal Voices is strictly at-will and this position is dependent upon continued funding. Hourly salary for this position is \$15.00 an hour. This is a part-time (15 hours/week) position. Part time employees are entitled to paid holidays if it falls on your regular work schedule and up to 60 hours of paid time off each year.

### **APPLICATION INSTRUCTIONS: PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR APPLICATION**

To apply for this position, you must apply online on or before **SEPTEMBER 21, 2020**. Please note:

- **No late applications.** Cal Voices will not accept applications submitted after SEPTMEBER 21, 2020 unless we have officially extended this deadline
- **Only online applications are accepted.** Cal Voices will not consider resumes or other applications materials submitted by email, fax, or in-person
- **Do your homework.** We want to hire the right person, not a warm body. Learn about our agency, who we are, and what we do before you apply. Check out our website (<https://www.calvoices.org/>) and read about our programs. Your application will tell us whether you really want to work at Cal Voices or if you just want a job
- **Be prepared.** Keep a copy of this job announcement with you when you complete the online application, as several questions will ask you to respond to specific information listed in this announcement. You must upload an electric copy of your resume in the online application. A separate cover letter is not required. The online application asks you to provide the names and contact information for three professional references, so make sure this information is up-to-date and ready to go.
- **Take your time.** The online application takes about 20 minutes. You can save your progress at anytime and return later to complete your application before the deadline. When reviewing your application, we will consider how your responses reflect your qualities as a potential employee. The ability to follow instructions, attention to detail, thoughtfulness, accuracy, spelling, and grammar all matter. Slow down and make your responses count.

**ONLINE APPLICATION LINK:** <http://sgiz.mobi/s3/NorCal-MHA-Employment-Application>

**CONTACT PERSON:** If you have any questions about this position of the online application, please contact:

**Name:** Trina Ozier

**Email:** [tozier@calvoices.org](mailto:tozier@calvoices.org)

**Phone:** (209)223-1956