### Job Title:
Peer Mentor

### Position:
Peer Mentor

### Position Family:
Program Service Provider

### Initiative/Division:
Innovations Community Center

### Career Level:
Program

### WC Code/EEO:
8810/ 5. Administrative Support Worker

### Location:
3281 Solano Ave, Napa Ca 94558

### Travel Required:
Some

### Level/Salary Range:
$20-$24/hour

### Position Type:
Full Time

### HR Contact:
HR Clerk

### Date Posted:

### About On The Move
On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!

### Benefits:
- **PTO:** Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to pages 4-1 of the OTM Personnel Policies PTO Schedule.
- **16 Paid Holidays:** Please refer to the OTM 2023-24 Calendar to for a schedule of holidays.
- **Business Expenses:** Preapproved, work-related travel, and $60 monthly cell phone reimbursements.
- **Health Benefits:** Full-time employees are eligible to receive health insurance through Kaiser and a pre-tax Flexible Spending Account (FSA/Childcare).
- **Retirement:** Employee contributions to a 403b plan are optional. The agency matches up to $1,000 after 1st year of employment.

### Applications Accepted By:

#### FAX OR EMAIL:
707-251-9509 or otmhr@onthemovebayarea.org
Subject Line: Open Position

#### MAIL: ON THE MOVE
Attn: Human Resources
780 Lincoln Avenue, Napa CA 94558-5110

### Job Description

#### ABOUT THE PROGRAM
Innovations Community Center is a peer-staffed mental health program that supports individuals from underserved communities. The Center promotes collaborative relationships between recipients of mental health services and mental health and wellness practitioners throughout Napa County.

#### ROLES AND RESPONSIBILITIES
The Innovations Community Center Peer mentor support the daily operations of the center while providing friendly, responsive, supportive peer support and pro-active service to create an exceptional experience for center participants, visitors and staff. Peer mentors are responsible for maintaining a friendly and welcoming environment in which participants, visitors and staff alike feel comfortable, connected and supported in a professional environment. This job description is not exhaustive and is liable to review following discussion with the job holder. This position reports directly to Site Coordinator.

#### SUPPORT DAY TO DAY OPERATIONS
- Engage and provide peer support to participants
• Participate in outreach opportunities to provide program information
• Provide center tours to new participants and community members
• Facilitate groups based on personal interest
• Attend all staff meetings, reflection, clinical supervision, and trainings
• Uphold Center Agreements
• Maintain appropriate relationships with Center Participants
• Maintain a clean, organized, and safe work environment and follow established sanitation procedures
• Maintain a clean kitchen and check food pantry and fridge for any expired items and dispose of them
• Maintain food handler’s card
• Conduct weekly inventory
• Support daily opening & closing procedures and ensure they are being followed accurately
• Set-up and break down rooms as needed for activities and events
• Respond quickly to emergencies using established policies and procedures
• Communicate all health, safety, or operational issues promptly to management

ADMINISTRATIVE:
• Check the Centers voicemail and take messages, relay messages to the proper person
• Support volunteers and track in volunteer log
• Fill out peer log for any one-on-ones, referrals, resources, application assistance, tours or crisis support given to participants
• Check and respond to emails daily.
• Report any technology or equipment failure to management immediately
• Keep common areas organized and clean
• Conduct weekly inventory and report needs to management including; janitorial, food, art supplies, forms, office supplies etc.
• Support all team objectives and goals
• Communicate status of daily operations to Program management at check-ins and staff meetings
• Attend/participate in staff meeting
• Timekeeping as it pertains to your role in Paylocity
• Ability to maintain confidentiality for all employee, donor, volunteer information.
• Build and maintain positive working relationships with co-workers, and the public using principles of good customer service.
• Greets, communicates, and treats all organization constituents with respect, dignity, and an attitude of service
• Clear desire and absolute commitment to adhering to OTM’s customs and culture
• Additional duties as assigned

PROFESSIONAL DEVELOPMENT:
• Model recovery-based behavior
• Commit to working on individual development plan
• Participate in clinical supervision and reflection

IDEAL CANDIDATE QUALIFICATIONS AND QUALITIES
• High School Diploma/GED Preferred
• Driver’s license preferred
• Bi-lingual preferred
• Lived experience with mental health and recovery preferred
• Knowledge of local resources and support

KEY KNOWLEDGE, SKILLS, AND ABILITIES
• Basic computer skills, knowledge of G-Suite programs (Google email, drive, documents, et cetera)
• Engages in critical thinking and problem solving
• Expresses curiosity and ability to learn
• Is able to work with a diverse team of co-workers and participants, and communicate effectively
• Develops the intersection between the personal, interpersonal, and professional
• Develops strong and reciprocal relationships with supervisor, co-workers, and peers
• Possess good organizational skills and completes tasks in a timely manner

ADDITIONAL NOTES
• Support the Senior Engagement Project goals
• Collaborate with Senior Engagement Coordinator on developing and implementing programming
• Participate in outreach and events
• Co-facilitate workshops, discussions, activities with the Senior Engagement Coordinator

On The Move utilizes E-Verify, a web-based system, to confirm eligibility for employment in the United States.

On The Move is an Equal Opportunity Employer (EOE). Applications are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, genetics, gender identity or expression, disability status or veteran status.