

PEER PROGRAM SPECIALIST

Job Title: Peer Program Specialist

Department: Program

Reports to: Peer Program Supervisor

FLSA Status: Non-Exempt

Summary of Position:

CalMHSa is an industry-leading joint powers authority, providing services to California's County Behavioral Health Departments. We have earned the reputation for asking tough questions, listening well, and building high performing teams to deliver superior results to our members, community and government stakeholders, and Californians. CalMHSa provides administrative, fiscal, and program implementation services to support a variety of innovative mental health solutions.

We are seeking a Peer Program Specialist to support CalMHSa. The ideal candidates should possess a strong interest in supporting California's diverse behavioral health needs.

Key Responsibilities:

The Peer Program Specialist provides overall administrative and technical support to programs developed by CalMHSa and services provided on behalf of counties to enhance services in county mental health and substance use disorder programs, including but not limited to the Medi-Cal Peer Support Specialist Certification Program. The Peer Program Specialist will ensure that the diverse peer population is represented, and their voices are heard. Peers include persons with personal lived-experience of mental health and/or substance use conditions or persons who identify as family members, partners, or caregivers of someone with lived-experience of mental health or substance use conditions. This individual is responsible for assuring CalMHSa is responsive to and informed by the voice, strengths, and preferences of Peers Community.

The following is intended to describe the general nature and level of work being performed. This is not an exhaustive list of all the responsibilities, duties, and skills required of the person holding this position.

These responsibilities are subject to change with or without notice based on program needs. The following duties include, but are not limited to the below:

- Identifies as and advocates on behalf of collective Peers.
- Supports program administrative functions, development, design, implementation, and data collection for programs including but not limited to the Peer Certification program.

- Presents information to community and Stakeholders, including facilitation of committees.
- Assists, coordinates, and supports access to CalMHSA's programs.
- Provides direct support for applicants of the Medi-Cal Peer Certification program and maintains accurate status of the Peer Certification Registry.
- Assists program staff and counties it represents.
- Supports monitoring of Peer Certification program.
- Supports auditing and evaluation of programs.
- Collects data, prepares reports, and presents recommendations.
- Coordinates and produces Compliance Report; requires pulling and compiling data.
- Assists with communications to stakeholders including maintaining contact lists, preparation, dissemination and posting of agendas, records, maintains meeting notes and reports.
- Other duties as assigned.

Required Education/Experience:

- Three years of experience in the behavioral health field, either mental health and/or substance abuse, or bachelor's degree in healthcare administration, health/mental health service delivery, organizational development, or related field.
- Self-identify as a person with lived experience as current or past consumer of mental health, substance use services and/or co-occurring behavioral health services or a family member of a person with lived experience or parent of a person with lived experience.
- An intermediate to advanced knowledge of computers and Microsoft Office Suite (Microsoft 360).

Skills and Attributes:

- Passionate about CalMHSA's mission and ability to communicate the organization's philosophy, mission, and values to internal and external stakeholders.
- Dedicated to improving the behavioral health delivery system and workforce.
- Bilingual/Bicultural applicants strongly encouraged to apply.
- Have a strong understanding of the Americans with Disabilities Act (ADA).
- Have a basic understanding of project management concepts.
- Professional written and verbal communication and interpersonal skills.
- Ability to multi-task and change directions quickly.
- Ability to work effectively in a fast-paced office environment.

Physical and Sensory Requirements:

- Candidate must be able to sit for long periods of time to perform duties, move around, make inquiries from other staff, and management as needed.
- Must be able to bend or stoop down to access files, including lifting of items or objects up to 20 lbs.
- Able to work in office located in Sacramento.

