



**Title:** Peer Mentor

**Summary of Job:** The Peer Mentor position is a two year training program. During the two years, the Peer Mentor will function as a mentor for parents who have lost, are at risk of losing, or are trying to reunify, with their children. The Peer Mentor will provide ongoing support and advocacy for parents involved with the child welfare department. Under the direction of the Program Manager, the Peer Mentor will assist client families with specific tasks and actions that will help them accomplish the goals of their action plan to regain custody of their children. Over the course of the two year program, the Peer Mentor will develop case management skills and will continue inside and outside education with an ultimate goal of obtaining certification as a Drug and Alcohol Counselor. The Peer Mentor I position covers the first year of the training program. Assuming successful completion of the Peer Mentor I curriculum, the trainee will be promoted to Peer Mentor II for the second year of the program.

**Essential Duties and Responsibilities:**

- Participate in the outreach and intake of new clients referred by HSA or court:
  - Receive HSA or court referrals from FTC Program Manager and attempt initial client contact within 24 hours.
  - Schedule client for Intake Group.
  - Make three attempts to contact a newly referred client within the initial week of referral. Notify referral source if unable to contact client.
  - Assist Intake Coordinator – Assessment & Engagement with their facilitation of the Intake Groups.
  - Outreach to treatment programs to solicit information on client treatment progress.
- Maintain an active list of clients. During the initial 3-6 months of the position, the Peer Mentor will handle 3-5 clients. Eventually the Peer Mentor will be handling 15 client families at any given time.
- Partner with the case managers and work collaboratively with them in support of client families.
- Accompany client family to needed appointments, (i.e., court, CFT's, housing, etc.)
- Make home visits as assigned.
- Call treatment programs to assist client with treatment options.
- Complete protocols for client tracking.
- Conduct outreach or participate in the Parent Advisory Committee.
- Refer parents to support groups and relevant classes, (i.e., substance use support group, Spanish speaking support group, parenting classes, etc.)
- Actively participate in Peer Parent Support Group.
- Obtain training in group facilitation.
- Provide group facilitation as needed.
- Complete intakes on Child Welfare and FTC clients.
- Other duties as needed.

**Administration:**

- Inputs all required data, intakes, and progress notes, into the HPP Salesforce database (Henri) on a timely basis.
- Keep accurate, up-to-date, confidential documentation of client contact and activity.
- Client notes input into Henri within 24 hours of client contact.
- Attend weekly meetings including: Individual supervision, Team Meeting, and HPP Trainings.

**Qualifications:**

- GED or High School diploma
- As this is a peer position, must be a parent who has experienced having your children at-risk of being removed, or have been removed, by child welfare and you have worked to regain custody and CPS case closure.
- Must have personally experienced substance use. Must be in recovery for at least one year.
- Bilingual Spanish/English desired
- Capacity to ensure culturally appropriate treatment
- Experience working with homeless/at risk families, substance use, mental health issues, and/or domestic violence desired
- Skilled in crisis intervention and conflict resolution.
- Ability to work in a diverse and stressful environment with families that present multiple issues.
- Ability to maintain appropriate professional and personal boundaries with high integrity
- Experience in, and knowledge of, working with diverse communities
- Able to communicate effectively both verbally and in writing

**Physical Requirements:** This position requires the ability to work under stress and handle multiple project deadlines. This position requires an annual tuberculosis test and may require moderate lifting.

**Certificates, Licenses, Registrations:** California Driver's license and insurance preferred.

**Work Environment:** Fast-paced, multicultural, collaborative work environment

**Hours:** Full time - 39 hours/week

**Reports to:** Program Manager

**Directly Supervises:** None

**Salary:** DOE + excellent benefit package

**FLSA Status:** Non-exempt

Please send cover letter and resume to [jobs@homelessprenatal.org](mailto:jobs@homelessprenatal.org). Please include **Peer Mentor** in the subject line of your email.

The Homeless Prenatal Program is an Equal Opportunity Employer and is committed to its mission of breaking the cycle of childhood poverty, one family at a time. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

**About HPP:**

The Homeless Prenatal Program (HPP) believes every family wants to deliver healthy babies and raise healthy children in a stable and nurturing home. Seizing the motivational opportunity created by pregnancy and parenthood, HPP partners with families to help them recognize their strengths and trust in their own capacity to transform their lives. At the heart of our program is non-judgmental, supportive case management provided by Family Case Managers, the majority of whom were once HPP clients themselves. As the first agency in San Francisco to hire and promote former clients as employees, HPP is unique in that the community it serves has – from the organization’s inception in 1989 – guided its growth and evolution. HPP serves over 3,500 clients per year through supportive, holistic programs including: Prenatal Classes and Support Group, Mental Health Services, Child Care Center, Housing Assistance, Low Income Tax Center, Emergency Services and Case Management.