



JOB DESCRIPTION

- Job Title:** Instructor of Peer Support Specialist
- Location:** Combination of remote and in-person, preferred ability to occasionally commute to Sacramento
- Reports to:** Director of Workforce and Education
- Hours:** Full-time; primarily 9:00 am – 5:00 pm, occasional evenings and Saturdays.
- FLSA status:** Non-exempt
- Pay/Benefits:** Instructor Yearly Salary Range: \$60,000 - \$65,000. Employer paid medical, dental, vision, acupuncture, chiropractor for employee. Employer 3% retirement contribution

About the Mental Health Association of California

Mental Health America of California (MHAC) is a statewide peer-run nonprofit serving people and agencies across California. The mission of MHAC is to ensure that people of all ages, sexual orientation, gender identity or expression, language, race, ethnicity, national origin, immigration status, spirituality, religion, age or socioeconomic status who require mental health services and supports are able to live full and productive lives, receive the mental health supports and services that they need, and are not denied any other benefits, services, rights, or opportunities based on their need for behavioral health services. In accordance with our mission, we believe that every person deserves access to appropriate, voluntary services within the community that are delivered with compassion and respect for each individual's dignity and autonomy.

Through advocacy and education, we strive to achieve these goals. Our organization and affiliates provide a conduit through which statewide coalitions on behavioral health are maintained and work together to promote these values.

Summary: Instructor position has responsibility for ensuring that students receive regular classroom instruction to prepare students to take the Statewide Peer Support Specialist Certification and to enhance their skills; as part of CAPS (California Association of Peer Supporters) ACADEMY, the statewide collaboration with MHAC, Mental Health Association of San

Francisco (MHA-SF) and Project Return Peer Support Network (PRPSN); and potentially travel to conferences and events to promote our agency and training institute.

Essential Duties and Responsibilities:

This is not an exhaustive list. Other duties may be assigned as deemed appropriate or necessary by the Director of Workforce and Education. Reasonable accommodation will be provided to any qualified person with a medical or psychiatric disability, providing it will not change the essential nature of the position, nor cause undue hardship to the Agency's operations. MHAC is an equal opportunity employer.

- Reports to Director of Workforce and Education.
- Ensures CAPS contractual requirements are met, students are up to date with trainings and all documents are up to date and correct.
- Required to work a modified schedule to ensure hybrid (onsite and/or virtual) classroom instruction to CAPS ACADEMY students. Cohorts of classes occur at a variety of times that include evenings, daytime, and occasional Saturday's.
- Collaborate with CAPS ACADEMY team.
- **Execute evidence-based trainings focused on mental health, peer-oriented skill building practices, public health interventions, and CA's Peer Specialist Certification Program for the greater mental health community.**
- **Develop slides and handouts, implementation plans, event coordination, and evaluation activities.**
- Must be available during classroom as scheduled to ensure the seamless delivery of the core competencies.
- Stay informed regarding applicable legislation effecting the Public Mental Health System (PMHS.).
- Promote the institute and agency in community meetings.
- Administer practice-tests to the students.
- Coordinate and facilitate student study groups.
- Provide hands on support and guidance to students through one-to-one meetings and student support groups through scheduled office hours and as needed when a situation arrives with a student.
- Provide constructive feedback to students to maximize their ability to succeed.
- Track student attendance and assignments.
- Attend weekly faculty meetings with CAPS ACADEMY team.
- Welcome, engage, build, and maintain rapport with trainees, employers, CAPS ACADEMY employees, members, etc.
- Exhibit good personal judgment, a non-bias attitude, sensitivity, and discretion when dealing with other individuals. Must demonstrate the skills and ability to "work and play well with others" interacting with co-workers, students, family members and community partners effectively and responding appropriately when experiencing interpersonal conflict with others.

- Communicate and articulate the mission of MHAC and CAPS ACADEMY and its services to a wide variety of audiences.
- Model MHAC and CAPS ACADEMY approach, mission and core values in all communication and correspondence.
- Other duties as assigned by the Director of Workforce and Education.

POSITION Qualifications and Skills:

- The position is reserved for an individual with lived experience of mental health challenge.
- High School diploma or GED required.
- Associates or bachelor’s degree preferred, preferably in education, social service, or similar field or four years of experience that corresponds with the responsibilities of the job position.
- Must have teaching/training/service provider experience related to core recovery topics.
- Possess strong organizational skills, excellent communication skills, a passion for teaching utilizing core learning techniques and relatability to variety of personalities in students and coworkers.
- Experience working in the mental health field or other social services.
- **Proficient in learning management systems or related platforms for digital training use.**
- Ability to travel extensively throughout Sacramento County and throughout California if necessary.
- Have a Class C driver’s license and clean driving record.
- Proof of valid automobile insurance and ability to be insured by MHAC’s liability insurance.
- Must provide proof of auto liability insurance policy upon the first day of employment, maintain required coverage amounts and provide ongoing documentation of continuous coverage.
- All employees will drive personal vehicles as part of job functions.
- Proficient in Microsoft Word, Excel, Teams, and Outlook. MS Access and PowerPoint highly required.

HOW TO APPLY

Send a letter of interest and updated resume in MS Word or PDF format to HR@mhac.org with subject line: Instructor Peer Support Specialist.

We will confirm receipt of letter and resume, and will strive to notify applicants of the status of their application as soon as possible. No phone calls about this position, please.

Equal Opportunity Employment Statement

Mental health challenges can affect anyone at any time, regardless of identity or background, and consequently the communities we serve are highly diverse. As a peer-run organization, we also recognize the importance of lived experience as an irreplaceable form of expertise and as a basis for building trust and providing effective services. We welcome and strongly encourage people from historically marginalized and economically disadvantaged groups, including people who identify as disabled or neuro-divergent, to apply to work with us.

MHAC is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

Heidi L. Strunk
She/Her
President & CEO
Mental Health America of California
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Programs of Mental Health America of California:

