



On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.

Job Title:	Peer Mentor	Position Family:	Program
Position:	Peer Mentor	Career Level:	Service Provider
Initiative/Division:	Innovations Community Center	WC Code/EEO:	8810/5
Location:	3281 Solano Ave, Napa Ca 94558	Travel Required:	Yes
Level/Salary Range:	\$20 per hour	Position Type:	Full time/ Non-Exempt
HR Contact:		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:	<p>PTO: Year 1: 5 hours, Year 2-3: 6.67 hours, and Year 3+: 10 hours per pay period. Please refer to the OTM Employee Handbook for full PTO policy.</p> <p>16 Paid Holidays: Please refer to the OTM 2023-24 Calendar for a schedule of holidays.</p> <p>Business Expenses: Pre-approved, work-related travel, and \$60 monthly cell phone reimbursements.</p> <p>Health Benefits: Full-time employees are eligible to receive health insurance through Kaiser and a pre-tax Flexible Spending Account (FSA/Childcare).</p> <p>Retirement: Employee contributions to a 403b plan are optional. The agency matches up to \$1,000 after 1st year of employment.</p>		
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			
ROLE AND RESPONSIBILITIES			
<p>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.</p>			
Administrative			
<ul style="list-style-type: none"> • 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
- Completes daily timekeeping in Paylocity

Programmatic

- Provide peer support to participants
- Receive and check all deliveries for accuracy, keep an accurate inventory list of program supplies
- Maintain a clean kitchen and check food pantry and fridge for any expired items and dispose of them
- Maintain food handler's card if you are working with food
- Support with preparing participant lunches both hot meals and lunch bags and the maintenance of the garden
- Keep all program supplies stocked and organized properly
- Set-up and break down rooms as needed for activities and events
- Facilitate and or support groups and workshops
- Provide center tours and participate in outreach opportunities
- Maintain appropriate relationships with Center Participants (limit personal involvement outside of work)
- Support monthly center events and activities

General

- Engage and provide peer support to participants
- Participate in outreach opportunities to disseminate program information
- Provide center tours to new participants and community members
- Facilitate groups activities based on participant 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
- Support with preparing participant lunches both hot meals and lunch bags and the maintenance of the garden
- 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
- Participate in supervision/coaching meetings progress development of personal, interpersonal, and professional skills
- Participate in OTM's Compliance training and staff development training's including reflection, and clinical supervision

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma/GED Preferred
- Driver's license preferred
- Knowledge of local resources and support
- Work comfortably with people from diverse backgrounds
- Strong public speaking skills
- Basic computer skills, knowledge of Google Office Suite (Gmail, Calendar, Drive, Excel, Word), CANVA and social media platforms such as Facebook and Instagram
- Engages in critical thinking to problem solve
- Expresses curiosity to learn
- 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
- Capable of completing detailed documentation, paperwork and data entry

PREFERRED SKILLS

- Bi-lingual, bi-cultural preferred
- Lived experience with mental health and recovery preferred
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ADDITIONAL NOTES

This position is focused on the program deliverables required below based on the funding received by Napa County HHS for the time period of July 1, 2023 - June 30, 2024. Support will be provided to the Senior Engagement Project.

Last Updated By:	Teresita D. Lua	Date/Time:	01/11/24
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On The Move is an Equal Opportunity Employer and we utilize E-Verify to confirm eligibility for employment.