

Welcoming, Empowering,  
Safe Habitation Initiative with  
Neighborhood Engagement



WeShine

WeShinePDX.org

## May 2023 JOB DESCRIPTION: (PRSS)

### Who We Are:

WeShine is a tax-exempt non-profit formed in 2021 to develop and operate welcoming, safe, and empowering transitional micro-villages in Portland neighborhoods for some of the most vulnerable individuals among our houseless population. Vulnerable populations include but are not limited to LGBTQIA+, Black Indigenous or People of Color, adults fleeing interpersonal violence, adults with multiple chronic conditions, adults with disabilities, veterans, students, and more. We establish partnerships with property owners and neighborhoods, faith-based communities, local nonprofits and businesses to create our supportive temporary micro-villages.

WeShine honors cultural and spiritual diversity in the communities we serve and Voice and Choice through trauma-informed practices. We are committed to Social Justice and are constantly assessing our organizational values and the extent to which we are succeeding or need improvement. We specifically are seeking staff who are representative of the populations we serve in each village.

We listen to feedback from our stakeholders and others who have interacted with our organization and take time to understand and reflect on those interactions. These values are integrated throughout our organization from the Board to each WeShine employee.

### What We Need: Peer Recovery/Support Specialist (PRSS)

The WeShine PRSS holds certification as a Traditional Health Worker or Certified Peer Recovery Mentor, sees recovery through a harm-reduction lens, and has experience serving in this role. **The PRSS is a non-exempt, 40 hr. per week position. Wage range is between \$20 an hour and \$24 an hour.** This position is eligible to receive partial payment towards the employee's individual medical insurance and a corporate-paid cell phone and laptop with internet service, and any software applications authorized by the Board for business use.

The PRSS is a member of the village direct service team and works collaboratively with other staff, villagers, and volunteers to support the WeShine organization, build the village community, enhance engagement with the larger community and support each villager's self-defined and self-directed goals.

The PRSS demonstrates their understanding of the effects of trauma on health, coping, and other aspects of the lives of those we serve and acts as a positive role model and advocate for individuals in recovery. The WeShine PRSS will work intensively as a Success Coach with 5-6 village guests at a time as they identify and pursue their personal goals. Additionally, the PRSS will function as a member of the village direct service team as a whole, participating in any village-related assignments as directed by the supervisor. These can include but are not limited to Service Point entries, villager admission and accountability processes, minor repair and improvement projects, working with volunteers, leading tours, cleaning out pods, keeping office and shared spaces clean and organized, inventorying office supplies, and more. The PRSS will also help plan and facilitate group activities such as support groups and educational or recreational activities that the village guests request.

The PRSS will work at least 36 hours a week on site in the village or church office and will also be required to carry a smart phone to provide on-call after hours coverage on a rotating schedule with other direct service team members.

### **What you do as a Peer Recovery Support Specialist:**

1. Provide a listening, supportive presence for guests of a WeShine micro-village and, in coordination with other team members, provide follow-up support to guests who transition to permanent housing.
2. Refer villagers to recovery, harm reduction, social and health services; assist them to explore housing and employment options and to sign up on housing wait lists.
3. Provide individual and/or group support in living skills, creation of healthful lifestyles, and support in areas such as Rent Well classes, self-care, harm reduction, holistic wellness, hygiene, community resources, and other life skills as requested by guests or the Village Council.
4. Meet with assigned guests individually weekly as a Success Coach to discuss their progress towards their goals, documenting sweat equity hours, conducting monthly unit checks, and collaborating with other service partners (with appropriate Releases of Information).
5. Document all contacts with villagers on the appropriate log or form and upload to shared drive.
6. Attend Village Council meetings at least twice a month and participate in other

scheduled group activities to provide staff support. The PRSS may also lead VCMs.

7. Assist in crisis situations as appropriate, including following emergency protocols/procedures and coordinating with the village team with interventions which support a trauma informed environment for guests, volunteers, and staff.
8. Document all contacts with other service providers and with referral sources or persons inquiring about admission to the village;
9. Administer outcome measurement tools with guests and other stakeholders and participate in data collection.
10. Reflect positive peer values that include non-hierarchy and mutuality.
11. Act as an advocate for individuals being served, both within the organization and also with other agencies and organizations.
12. When providing after-hours on-call coverage, respond to any WeShine related texts or calls within one hour.
13. Participate in all scheduled staff meetings, supervision sessions, training sessions, and other agency meetings.
14. Serve as the Training Officer for the Parkrose Community Team. This role includes identifying training needs among staff, researching options to meet those training needs, and coordinating/scheduling approved trainings.
15. Promote guest involvement and responsibility for the overall operation of the facility, through participation in the Village Council and planning with the Village team other interaction and activities to foster a community environment. This role includes working with villagers to identify activities, speakers, workshops that a minimum of 4 villagers would like to participate in and then scheduling/coordinating approved programs/activities, including supporting the activity/program and any speakers or presenters on the scheduled date and time.
16. Support and engage in activities to further the mission, vision and strategic plan of the organization.
17. Adhere to mandatory abuse reporting laws and HIPAA requirements.
18. Perform other duties as assigned.

WeShine has implemented a vaccination policy that requires all employees, interns, and volunteers to follow OHA recommendations regarding vaccinations and boosters as a condition of being a guest, employee or volunteer. Alternative masking and documented

testing protocols may substitute for documented vaccinations.

**QUALIFICATIONS:**

- High school diploma or equivalent required.
- Identifies as having lived experience of being unhoused and/or of being in recovery with addiction and/or mental health challenges. For this position, identification on the LGBTQIA+ spectrum is highly valued.
- Several years of experience working with adults with addiction and/or mental health challenges and recovery.
- Experience working in a self-governed or semi-autonomous village setting is preferred.
- Strong written and verbal communication skills.
- Ability to work independently as well as collaboratively within a team.
- Ability to work with people from diverse backgrounds and cultures.
- Demonstrated ability to utilize electronic communication as well as google applications, MS Office applications, and other software applications is required. .
- Demonstrated ability to enter and retrieve data and documents as needed from shared files
- Demonstrated track record of timely and complete documentation regarding services provided, as well as reliability and dependability

**Background Check** Traditional Health Worker (THW) Peer Support Specialist certification application and/or MHACBO Certified Recovery Mentor certification process includes a background check. WeShine will review the certification background check. WeShine may request an updated background check if the Certification-related check is more than 2 years old. A criminal history does not necessarily exclude an individual from hire. WeShine reserves the right to require you to undergo drug and/or alcohol testing upon request. For employees, WeShine is a drug and alcohol free organization.

**Your Personal qualities:**

- Possess an absolute belief in every person’s ability to learn, grow and recover
- Value a person’s right to make their own decisions
- Value people as the “experts” in their own lives
- Possess insight pertaining to personal biases and worldview and how they may interfere with effectively working with individuals representing a variety of

cultural, ethnic, language and life experiences.

Must demonstrate a reasonable plan and ability to use public or shared transportation resources to perform all job functions. If using personal or shared vehicles must possess a valid Oregon Driver's license and insurance coverage as required by law.

WeShine is an Equal Opportunity Employer. Employment opportunities at WeShine are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, national origin, age, Veteran status, disability, genetic information, or any other characteristic protected by law.