



JOB DESCRIPTION

Job Title: Swing Shift Peer Counselor

Reports To: Shift Supervisor

Status: Non-Exempt, Union

PRIMARY RESPONSIBILITY:

The Peer Counselor is responsible for providing program services directly to the clients.

ESSENTIAL JOB DUTIES:

- Assess immediate needs of clients and refer to appropriate services.
- Provide supportive counseling.
- Monitor clients/facility.
- Be responsible for shift paperwork, as assigned.
- Assist in maintaining the cleanliness of the facility.
- Adhere to established policies and procedures.
- Training and meeting attendance.
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma or G.E.D.
- Knowledge of associated resources.
- Ability to work independently and cooperatively.
- Knowledge of issues affecting target population.
- CPR and first aid certification within 90 days of hire.

SALARY & HOURS:

- Competitive benefits package including medical, dental, paid holidays, 3 floating holidays, vacation days, sick leave, EAP, voluntary 403(b) account and pre-tax commuter check program.
- Hours: Full-time; 40 hours per week; Monday--Friday, 4:00pm to 12:00am
- \$15.00 per hour.
- The position is located in San Francisco, California.

TO APPLY:

Email your cover letter and resume to: jobs@catsinc.org with the position title in the subject line.
EMAIL IS PREFERRED.

Then, visit our website www.catsinc.org/careers to fill out our online job application and mandatory forms and email to the email address above.

Alternately, you may fax your materials to (415) 241-1176 or mail your materials to:

Attn: Human Resources
Community Awareness & Treatment Services
1171 Mission Street
San Francisco, CA 94103

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