

RESOLUTION NO. 2023-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERCED, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN BY UPDATING THE PERSONNEL ALLOCATION IN THE CITY COUNCIL/CITY MANAGER'S DEPARTMENT BY ADDING FOUR PEER SUPPORT SPECIALISTS; AND ADDING THE JOB DESCRIPTION AND ESTABLISHING THE SALARY RANGE FOR THE PEER SUPPORT SPECIALIST.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MERCED DOES HEREBY RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. The Classification Plan of the City of Merced is hereby amended by updating the personnel allocation in the City Council/City Manager's Department by adding four Peer Support Specialists at salary range 263

SECTION 2. The Classification Plan of the City of Merced is hereby amended by adding the job specifications for the Peer Support Specialist. The job description for the Peer Support Specialist shall be set forth in Exhibit A attached hereto.

PASSED AND ADOPTED by the City Council of the City of Merced at a regular meeting held on the ____ day of _____ 2023, by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

APPROVED:

Mayor

ATTEST:
STEPHANIE R. DIETZ, CITY CLERK

BY: _____
Assistant/Deputy City Clerk

(SEAL)

APPROVED AS TO FORM:



City Attorney 12.21.22
Date

CITY OF MERCED

PEER SUPPORT SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, the Peer Support Specialist Staff plays a key role in supporting Pathways to Success with various youth program activities. Peer Support Specialists are responsible for ensuring that youth receive caring, quality, and appropriate cognitive behavior therapy, case management and supportive services.

DISTINGUISHING CHARACTERISTICS

Peer Support Specialist will receive necessary training in areas that include effective communication with youth and families, adolescent development, advocacy in a variety of settings, positive mentoring, and navigating local systems, and understanding applicable professional, ethical, and legal rules.

REPORTS TO

Assigned supervisor and/or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide mentoring support to youth identified and eligible for Pathways to Success and youth services.
2. Develop healthy mentoring relationships with youth.
3. Participate in the development of individualized service plans for youth and prepare and present progress reports as needed.
4. Participate in Cognitive behavior therapy with youth.
5. Maintain regular contact with each youth both on the phone and in person.
6. Regularly review each youth's progress toward meeting goals outlined in the service plan with supervisor(s).
7. Model pro-social behaviors for youth.
8. Confront youth on negative or delinquent behaviors and consult with supervisor regarding such behaviors.
9. Provide transportation for youth clients to and from appointments and activities.
10. Develop relationships with families and school staff, and maintain regular dialogue about youth's needs, progress, and challenges.

11. Participate and assist with facilitation of group workshops and activities, including self-esteem, forgiveness, and anger management mentoring groups.
12. Attend meetings with youth and their families including school, medical, counseling, and court.
13. Advocate for youth participants within a variety of settings, including but not limited to, school, juvenile court, medical and mental health agencies, and other community-based service providers.
14. Identify and network with other youth serving organizations.
15. Meet weekly with supervisor for direction, guidance, youth participant review, and submission of progress reports.
16. Assists with informing schools, parents, and the community about the work of Pathways to Success program.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

A willingness to learn and support the mission and services of Pathways to Success
Minimum of one year experience working with at-risk youth
Deep commitment to supporting and working with youth
Excellent oral and written communication skills
Excellent interpersonal skills and the ability to develop trusting relationships with a wide range of stakeholders
Familiarity with Merced and comfortable working in a range of neighborhoods
Reliable transportation
Flexible, dependable and has an excellent work ethic (may work some evenings and weekends)
Tenacity with creative problem-solving skills with persistence to see task through to completion
Attention to detail and organizational skills for multi-taking
Computer skills (typing skills and proficient with Microsoft Office)

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade and some college coursework in social work, criminal justice, psychology, child development or similar field.

Experience:

Two years of work experience performing office support work.

License or Certificate:

Possession of a valid California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in an office environment; continuous contact with staff and the public.

Physical: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; and use of office equipment, including computers, telephones, calculators, copiers, FAX, typewriters, scanners, postage machines, credit card machines, cash counters, binding machines, and laminators.

Date: