



**TITLE:** Student Health, Counseling & Wellness Services (SHCWS) Peer to Peer Support, Student Assistant Internship

**LENGTH OF EMPLOYMENT:** Summer 2024 – Spring 2025 (August 2024 through May 2025)

**DEPARTMENT:** Health and Wellness Promotion at SHCWS

**COMPENSATION:** Starting \$16.00/hour

**HOURS:** 15 – 20 hours/week

**LOCATION:** In-person, On-Campus

**Interested in health & wellness at Sac State? All majors are encouraged to apply! Academic internship opportunities available through academic department with prior approval.**

**DEPARTMENT SUMMARY:**

Sac State Student Health, Counseling & Wellness Services provides an integrated approach to care combining both physical, mental and various needs of our students. This approach acknowledges the intricate connection between mental, emotional, physical, and spiritual wellness, recognizing that a person's mental health cannot be isolated from their overall health. SHCWS is accredited by the Accreditation Association of Ambulatory Health Care (AAAHC). SHCWS *is committed to creating a safe and inclusive environment. All students are welcome to apply regardless of age, cultural background, disability, ethnicity, gender identity, immigration status, religious beliefs, sex, sexual orientation, size, or socioeconomic status.*

**BROAD SCOPE & FUNCTION:**

Peer-to-Peer Support (P2P) are student assistant staff interns who actively promote health and wellness at Sac State, serving as an important connection between Student Health, Counseling and Wellness Services (SHCWS), basic needs programs, and the campus community. P2Ps provide 30-minute one-on-one, or group mental health support sessions under the supervision of the CARES (Crisis Assistance & Resource Education Support) and SHCWS Counseling Center staff. This position supports the mission of the SHCWS team by providing formal and informal mental health support in multiple locations on campus and may work with staff and receive mentorship by Lead Peer Counselors. Through special events, and other activities, P2Ps provide accurate information and positive support to help students reduce their health risks and increase wellness. P2Ps help to create a campus ecosystem that supports mental health & well-being of all students, especially minoritized, underrepresented or marginalized groups as a priority at the University. The P2Ps gather data and provide analysis of those served.

The P2P experience is a paid student position and year-long applied learning experience, providing an opportunity to learn; basic counseling; supportive listening; crisis intervention; suicide intervention; how to coordinate referrals to campus programs; motivational interviewing; and about a variety of mental health topics. P2Ps build leadership and communication skills and receive training and work collaboratively with SHCWS Peer Health Educators for outreach events across a variety of health and wellness topics. P2Ps serve their fellow Hornets and the campus community while exploring careers related to counseling and the mental health field. P2Ps build relationships with departments on campus and in the community to build collective impact; and most importantly HAVE FUN!

### **SPECIFIC DUTIES AND RESPONSIBILITIES RELATED TO THIS POSITION AND PURPOSE OF ROLE:**

Through classroom presentations, workshops, special events, and other activities, PHEs provide accurate information and positive support to help students reduce their health risks and increase wellness. They encourage informed choices on a variety of wellness concerns, provide resources and referrals, and promote a fun, healthy and safe campus environment.

- Provide mental health support to a diverse population of students.
- Based on P2P assigned campus location where they will provide mental health support, the P2P will build relationships with staff and participate in site events and programming when available.
- Before the end of each shift (or no later than 24 hours after the session) wherein the P2P provided direct mental health support to a student, complete documentation of the session in the Electronic Medical Record.
- Actively and creatively participate in marketing efforts to promote Peer to Peer Support service including but not limited to marketing materials, social media posts, videos, reels, flyers, brochures.
- Assists with wellness outreach activities, presentations, and special events when needed .
- Participate in all weekly and monthly Process and Didactic Skills meetings and continued job-related and pre-professional development trainings, as scheduled.
- Research Focus:
  - Data Collection: Gather data according to the chosen methodology as directed. (Number of students supported)
  - Implement quality control measures to ensure the reliability and validity of the data.
  - Data Analysis: Assist in analyzing collected data using appropriate statistical or qualitative methods.
  - Interpret results and draw conclusions based on the analysis. (Most common concern shared, most common resources requested)
  - Documentation: Keep detailed records of the research process, including methods, data, and results.
  - Prepare comprehensive documentation that allows others to replicate or build upon the research.
- Maintains confidentiality of students/peers in compliance with FERPA and HIPPA.
- Assists and represents SHCWS at campus wellness outreach activities, presentations, and special events for campus community.
- Staffs the Wellness Office front desk as needed, including:
  - Answering and screening telephone calls, determining the nature of the call and responding directly or referring to appropriate department staff member.
  - Performing receptionist skills such as greeting patients and scheduling appointments.
- Assists with general departmental activities and other duties as assigned.

### **WORK SCHEDULE:**

Set work schedule on weekdays, with some nights and for events and outreach purposes. Schedule works around student's class schedule.

- Available to work 15 – 20 hours per week.
- Mandatory Attendance at Training and Student Assistant meetings bi-monthly Fridays 1:00pm-2:30pm. Mandatory participation in 1.5 hours monthly didactic skills group and 1.5 hours weekly process groups facilitated by CARES and Counseling staff are required; schedule to be determined.

- Attendance for orientation and training with the wellness department that may occur during the month prior to instruction beginning each semester (August 2024 & January 2025, exact dates TBD) is required.

#### **REPORTING RELATIONSHIP:**

This position reports directly to the CARES Case Manager and Director of CARES, Basic Needs & Wellness.

#### **TYPICAL PHYSICAL REQUIREMENTS:**

- Sit for extended periods of time; frequently stand and walk; manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; excellent verbal communication; knowledge of use and operation of office equipment including computers, telephones, calculators, copy machines, fax machines, scanners, and printers.
- Perform work at a computer display terminal.
- Ability to move items that are 25-50 lbs.
- Communicate with individuals and groups for extended periods of time.

#### **EVALUATION PROCEDURES:**

Students develop goals at the beginning of the year and discuss progress of goals throughout year with supervisor(s). There are end-of-semester and end-of-year evaluations for all student assistants.

#### **MINIMUM QUALIFICATIONS:**

- Enrolled Sacramento State student (6 units or more) in both the Fall 2024 and Spring 2025 semesters.
- Ability to learn and perform assigned work
- Follow oral instructions and effective oral & written communication skills at all levels
- Work collaboratively with faculty, staff, and other students
- Demonstrated experience including but not limited to working with a diverse work force.
- Knowledge of social media platforms and content development with special focus on Instagram (Stories, Reels, Posts) and Canva.
- Be in good academic standing (minimum 2.0 cumulative GPA) and maintain good academic standing through term of employment.
- Demonstrate self-motivation, initiative, and strong desire to learn and ability to work well on a team.
- Able to perform student assistant job duties and adhere to Student Health, Counseling, & Wellness Services policies and procedures.
- Possess strong communication and organization skills and ability to balance multiple projects/tasks simultaneously.
- Commitment to employment for full academic year.
- Demonstrated ability to work well independently as well as in group situations.
- Ability to self-direct work, manage complex tasks, and meet deadlines with minimal supervision.
- Excellent time management skills and organization skills.
- Strong problem-solving skills.
- Ability to learn how to use an Electronic Health Record & follow requirements of HIPPA to maintain privacy and confidentiality

#### **SPECIAL CONDITIONS:**

All employees of SHCWS must provide vaccination records to screen for immunity to the vaccine

preventable diseases below. All SHCWS employees are required to complete tuberculosis screening (TB). Employees will be required to provide documentation of immunizations or lab work within 2 weeks of start date.

- MMR (2 doses) or labs showing proof of immunity
- Varicella (2 doses) or labs showing proof of immunity
- Tdap (within past 10 years)
- Hepatitis B (3 doses) or labs showing proof of immunity
- PPD (TB test) – upon hire and annually
- Annual flu vaccine (or a signed declination and must wear a mask during flu season)
- Covid Vaccine records (not required but highly encouraged)

Participation in annual infection control and fire safety training is required for position. Agree to follow campus and safety measures.

No later than the first two weeks of employment, complete and provide valid proof of the following:

- FERPA tutorial and test
- HIPPA privacy and security trainings
- Other designated trainings as assigned

Selected candidates will need to provide work eligibility documents and complete hiring paperwork for Human Resources/Payroll/SHCWS. This position requires LiveScan and clearance prior to hiring.

**Who Do I Call If I Have Questions or Need More Information?**

Student Health, Counseling, & Wellness Services  
Email: [emily.tupper@csus.edu](mailto:emily.tupper@csus.edu) | Phone: (916) 278-3799  
Director, CARES, Basic Needs & Wellness

**Apply Here: <https://bit.ly/SHCWS-Peer2Peer>  
Handshake Job # 8860319**

**Application Deadline: April 21<sup>st</sup> by 8pm**

Selected applicants will be contacted by April 26<sup>th</sup> for interviews.

Group interviews will take place April 29<sup>th</sup> – May 4<sup>th</sup> in person at The WELL.