



the northeast **independent living** program, inc.

## **PLEASE POST**

### **JOB ANNOUNCEMENT**

**Job Title:** **Program Manager for the Northeast Recovery Learning Community (full-time)**

**Job Function:** To work closely and effectively with persons with psychiatric disabilities. The Program Manager for the Northeast Recovery Learning Community will develop and oversee program initiatives throughout the Northeast Area in close collaboration with the Peer Support Manager and the Director. These will include but not be limited to Voice & Dialogue Training Parts I and II, providing technical assistance to peers in the workplace and providers seeking to develop a recovery culture in their agencies and expanding linkages in cross-disability work. In addition, the Program Manager will seek to maintain and expand partnerships with community agencies across the Area, assess participants' needs in an ongoing way, and seek out new partners and allies for the RLC's work.

#### **Duties & Responsibilities:**

- As Program Manager at the RLC, responsible for initiation and maintenance of ongoing program innovations, evaluation and follow-up..
- Supervise staff Peer Specialists and administer stipends for Peer Facilitators.
- Assess need for new kinds of training and mentoring as the NERLC grows and develops.
- Be the NERLC representative to the Area-wide Recovery Action Team.
- Facilitate the Peer Worker Support Forum; continually assess peers' needs for additional training/mentoring.
- Support hub work with Peer Support Manager as needed.
- Attend weekly meetings with Peer Support Manager, NERLC Director and NILP Executive Director
- Recruit, train, and retain qualified Peer Specialists, Peer facilitators and volunteers for tasks related to initiatives occurring in specific geographic areas. Coordinate this task with Peer Support Manager on Area-wide initiative/s.
- Ensure ongoing training for RLC staff, stipend Peer Facilitators and volunteers by developing and/or collaborating with other staff and RLCs.
- Help develop and coordinate recovery-oriented skills-training workshops for participants.
- Provide NILP core services to program participants, including information and referral, technical assistance and skills training, peer counseling, community education, and individual and systems advocacy.
- Use own recovery story and teach others to use their recovery stories in their work.

- Provide education to community at large regarding issues affecting people with disabilities.
- Maintain strict standards of confidentiality at all times and in accordance with federal HIPAA laws.
- Attend and participate in RLC and NILP staff meetings.
- Provide proper documentation of services via the IDMS data entry system.
- Perform other tasks as requested by supervisor

**Minimum Qualifications:**

- Sensitivity to and understanding of all types of oppression, particularly the issues faced by people who have been psychiatrically labeled.
- Experience as a person who has been psychiatrically labeled is and ability to share personal recovery story publicly is required.
- Prior supervisory experience is required.
- Knowledge of and sensitivity to issues concerning Independent Living philosophy and a commitment to the recovery model is required.
- Prior experience facilitating groups and/or meetings is necessary, with experience in designing and/or providing trainings.
- Strong interpersonal, communication, computer, and writing skills required.
- Must be able to work independently and as part of a team.
- Access to reliable transportation essential.
- Bi-lingual/bi-cultural expertise are highly desirable
- Experience as a public speaker is also highly desirable.
- Some evening and/or weekend hours required

**Reports to:** Recovery Learning Community Director.

**Salary/Benefits:** Salary negotiable. Benefits as stated in agency employee manual.

**Review Policy:** Supervisor will complete performance appraisal with employee at the completion of a six-month probation period. Job duties/assignments will be reviewed at this time. Thereafter, performance appraisals will be completed and reviewed annually.

If interested, please send resume and cover letter to:

Jo Bower, Director  
 Northeast Recovery Learning Community  
 NILP  
 20 Ballard Road  
 Lawrence, MA 01843  
[jbower@nilp.org](mailto:jbower@nilp.org)

Full community participation through education, training and advocacy by and for people with disabilities

20 Ballard Road, Lawrence, Massachusetts 01843  
 978-687-4288 Voice/TTY Fax: 978-689-4488  
 Visit us on the web at: [www.nilp.org](http://www.nilp.org)