

JOB ANNOUNCEMENT

Job Title: **Full-time Peer Support Coordinator for Services to the Mental Health Community's Recovery Learning Community at NILP**

Job Function: To work closely and effectively with persons with psychiatric disabilities. The Peer Support Coordinator (PCP) will develop and oversee peer support groups, 1:1 peer support activities and training programs for staff and volunteers wishing to provide peer support, recovery-oriented skills training, WRAP training, group facilitation as well as other activities that enhance wellness, recovery and community inclusion.

Duties & Responsibilities:

- As Peer Support Coordinator at the RLC, responsible for individual and group supervision, support, evaluation, and mentoring. Provide ongoing training of stipend peer support staff and volunteers.
- Develop and implement peer support groups and 1:1 peer support activities.
- Recruit and train other consumers to provide peer support.
- Ensure ongoing training for RLC staff, stipend RLC staff and volunteers by developing and/or collaborating with other staff and RLCs.
- Help develop and coordinate recovery-oriented skills-training workshops.
- 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 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 highly valued.
- Prior experience facilitating groups and/or meetings is necessary, with experience in designing and/or providing trainings also highly desirable.
- Prior supervisory experience highly preferred.
- Strong interpersonal, communication, computer, and writing skills required.
- Knowledge of and sensitivity to issues concerning IL philosophy and a commitment to the recovery model.
- Must be able to work independently and as part of a team.
- Access to reliable transportation essential.
- Massachusetts Peer Specialist Certification, being bi-lingual/bi-cultural and experience as a public speaker are also highly desirable. Massachusetts Peer Specialist Certification will need to be obtained if not already certified.
- Some evening and/or weekend hours required

Reports to: Recovery Learning Community Director.

Salary/Benefits: Salary as per contract. Benefits as stated in agency Employee Manual.

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

NILP is an EOE and encourages persons with disabilities, women, and persons of color to apply.

EXTERNAL POSTING DEADLINE: Until position is filled

Submit Cover letter and Resume to:
Lucinda Rondon, Administrative/HR Assistant
NILP
20 Ballard Road
Lawrence MA 01843

12/09