Metro North/Acton Hub Manager

**Who are we?** NILP is a rapidly growing, human service agency who assists persons with all types of disabilities who wish to live independently in their community throughout Northeast Massachusetts. NILP provides five core services of Advocacy, Peer Counseling, Information and Referral, Independent Living Skills Training, and Transition. NILP believes in consumer control and self direction and provides these services with the knowledge that persons with disabilities are the best determinants of their needs and goals.

**Position Overview:** Under the supervision of the NERLC Operations Manager, the Metro North and Acton Hub Manager is responsible for the overall peer supported programming in their assigned Northeast service areas. The Hub manager is responsible for all RLC Hub activities, including peer support groups, social events, trainings, wellness classes, and one-to-one peer support activities which take place in the Metro North and Acton Hub offices, in addition to other various community settings.

**Duties and Responsibilities:**

This position will develop and maintain collaborative working relationships with community agencies, families and advocacy organizations throughout the DMH Northeast Area. We are seeking applicants with experience in outreach and peer support, as well as those passionate about helping others and willingness to show a commitment to Independent Living philosophy.

**What you will be doing:**

- Provide weekly individual supervision and support to the part-time peer specialists, stipend workers and volunteers within the Essex North and Greater Lowell Hub areas
- Participate in weekly NERLC leadership meetings and attend monthly NILP staff meetings
- Collaborate effectively with the Consumer Advisory Committee (CAC) and attend regularly scheduled CAC meetings within assigned hub areas
- Participate in any relevant mental health consumer planning and steering committees to represent the NERLC and the members of our communities, within the assigned Hub areas
- Maintain regular communication with all referral sources, including regular meetings with designated funding agency contacts, to report on outcomes as well as identify challenges and goals for future performance
- This position requires 2 evenings, 1 Saturday & 1 Sunday a month

**Who we are looking for?**

- A peer with lived experience of mental health issues/trauma/extreme distress
- Experience sharing one’s personal story of recovery and hope
- Must have completed a recognized peer training program and provide verification
- Awareness and sensitivity to disability and multicultural issues

*The Northeast Independent Living Program, Inc. is an equal opportunity employer and encourages persons with disabilities, women, and persons of color to apply for this position.*