Position Description

Position: Peer Run Respite Program Coordinator (Full-time)

Start Date: March 29, 2016 – Although negotiable if necessary

Position Description: The Peer Respite Program Coordinator will work closely with Respite Director to provide trauma-sensitive peer support and team leadership within the Peer Respite. Duties will include substantial direct support, program development, data collection & management, and assistance with community outreach and engagement. All peer respite staff will be responsible for direct support, team collaboration, and general responsibilities. All peer respite staff will provide substantial direct trauma-sensitive peer support to respite guests and will support each other as a team to keep this core service a priority.

Supervisory Relationships: The Program Coordinator will be supervised by the Respite Director and will assist director in volunteer supervision as necessary.

Principle Duties and Responsibilities:

Program Development & Collaboration
- Work closely with respite leadership in program development including: support groups, volunteer involvement, and warmline activities
- Collaborate with respite leadership to offer ongoing training of respite staff or designating training and training logistics appropriately
- Collaborate with team members to offer ongoing groups and connection as is possible with past respite guests
- Collaborate with director to create opportunities and provide supervision and training for volunteers

Data Management & Coordination
- Lead efforts for data collection and management – including delegation and training of peer supporters
- Assist director in efforts to coordinate and maintain documentation as required
- Assist director, as requested, in evaluation, analysis, and reporting

Community Outreach
- Assist director to offer general outreach to community groups and organizations to share information about the respite
- Collaborate with the team in the facilitation of orientation meetings about the peer respite to interested individuals
• Collaborate with the respite team to provide education about the peer respite with current and potential community partners, at conferences, or other similar opportunities
• Collaborate with director to develop supportive relationships with community partners and services

Direct Support
• maintain a consistently accessible presence at the peer respite and support guests as needed/desired
• support respite guests to self-determine and advocate for their needs and desires
• partner with the guests at the respite to identify and connect with resources
• partner with the guests at the respite to maintain desired existing natural supports and services in the community
• support individuals at the respite who seek to identify goals, dreams and desires for their wellness, recovery and/or futures
• may accompany or provide transportation to guests to appointments, meetings or community resource settings in an effort to support the above goals

Team Collaboration
• Engage in clear communication with fellow team members and ensure that all team members have access to the necessary communication tools to communicate with one another
• Share leadership of Grassroots Wellness team meetings and attend all other required GEP team meetings.
• Attend a selection of GEP sponsored events and trainings throughout the year when their schedule allows

General
• hold and exemplify the values of GEP, Grassroots Wellness, and trauma-informed practice
• maintain confidentiality of individuals at respite according to requirements
• maintain documentation as required
• guide and support the peer respite entrance process
• participate in the general upkeep of the respite space
• share responsibilities for answering the respite phone
• share on call duties with other full-time respite staff
• ability to work a flexible schedule, including some weekends
• other duties as assigned

Qualifications:

Education and/or Experience:
• Lived experience with psychiatric and substance use disorder diagnoses, extreme states and/or trauma, and/or history of mental health/substance abuse challenges
• Experience in advocacy, group facilitation and/or peer support
• Experience in public speaking preferred
• Experience sharing leadership responsibilities, working within a team, and delegation
• Certified Peer Specialist, Intentional Peer Support, Emotional CPR and other Trauma-Informed trainings and WRAP facilitation training preferred (training will also be offered post-hire as
available and needed) and familiarity with recovery values and principles required. Ability to provide trainings preferred.

- Knowledge and appreciation for the history of the consumer rights movement

**Abilities:**
- Ability to act as an advocate and empower individuals to take leadership in their own recovery
- Ability and willingness to use own recovery experiences in an open and intentional manner
- Access to reliable transportation required (with access to your own vehicle strongly preferred)
- Bilingual/bicultural in English and American Sign Language, Hmong or Spanish preferred
- Ability to participate in physical tasks involved in household upkeep which may include general cleaning, laundry, raking, mowing, shoveling and similar
- Understanding of Microsoft Office programs, email, basic IT skills, and the ability to train others as necessary

**Attributes:**
- Safe and approachable, including when under pressure
- Respectful of and compassionate toward other people’s thoughts, behaviors, ideas and needs
- Self-starter and able to work well without close supervision
- Energetic, and confident in approach and outlook
- Curious about and open to peer support and alternative solutions, - keeping up-to-date on information about peer support, recovery, medical model alternatives.
- Confidence in using personal experience, interests, and talents to contribute to the development of the program

**Hours and Compensation**
- Full- time
- Salaried position starting at $30,000 – $32,500 depending on experience
- Competitive benefits package including health insurance, life insurance, and paid vacation

People with disabilities are encouraged to apply

Please send a resume and cover letter by 10 AM Monday February 29* to:
Kate Laird, Peer Run Respite Director
kate@grassrootspower.org

*Resumes and cover letters will be accepted and reviewed as they arrive