

# CHOICES

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## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Peer Support Program Manager</b>
REPORTS TO:	Executive Director
SUPERVISES:	Peer Support Specialists
DESCRIPTION STATUS:	Exempt
SALARY:	\$20 - \$22 DOE
HOURS:	Full time, M-F, 9am – 5pm

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### **POSITION SUMMARY**

Manages the Peer Support Specialist Program and supervises the Peer Support staff. Provides personal level peer support to people transitioning out of Alaska psychiatric facilities to find resources and build support networks in their community. Provides “in reach” groups to mental health facilities and other community agencies. Offers emotional support, shares knowledge, teaches skills, provides practical assistance, connects people with resources, natural supports, opportunities, communities of support, and other people, and a mentor of recovery. Uses personal, lived experiences of receiving mental health services to support and encourage the consumer.

### **ESSENTIAL JOB FUNCTIONS:**

**(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)**

#### **A. JOB DUTIES**

1. Attend and facilitate peer support groups inside psychiatric hospitals, community providers, and inpatient facilities to engage people with mental illness and co-occurring substance use disorders in assistance with transition to community recovery services.
2. Provide community outreach to increase awareness of the Peer Support Program.
3. Develop and provide peer support program orientation and training to staff, volunteers, and others to broaden understanding of peer support.
4. Perform quality assurance in participant assessment completion, as well as chart auditing.
5. Organize materials, plan and schedule activities.
6. Assist in recruitment and selection of staff.
7. Coordinate and link Peer Support Specialists and peer support volunteers with people interested in the service.
8. Work closely with Peer Support Program Directing Clinician.
9. Ensure collection and completion of data for quarterly / grant reports.
10. Completes tasks and responsibilities in compliance with the grants/contracts that funds the Peer Support Program.
11. Be able to meet deadlines.
12. Good writing, communication, and organizational skills.
13. Knowledge of Microsoft Suite and Outlook.
14. Develop relationships with other service providers.

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15. Provide regular supervision of the peer support specialists and peer support volunteers.
16. Participate in training as needed and attend regular staff meetings.
17. Other duties as assigned.

## **B. CORE VALUES**

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. and the Peer Support Program. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

### PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

## **REQUIRED ESSENTIAL JOB QUALIFICATIONS:**

1. Minimum of 9 months **solid** peer support experience
2. Able to coach and role model functions of the peer support position.
3. Have personal experience as a past recipient of services for mental illness and willingness to share personal recovery experience as appropriate.
4. Can convey a strong message of hope and recovery for people with psychiatric disabilities in a calm gentle manner.
5. Develop and provide peer support program orientation and training to staff, volunteers, and others to broaden understanding of peer support.
6. History of dependability in recent work.
7. Good time management skills and punctuality.
8. Experience and ability to supervise other co-workers.
9. Ability to manage work time and a flexible schedule.
10. Ability to coordinate multiple schedules.
11. Ability to engage staff, clients, providers, and community on a professional level, as well as the ability to keep professional boundaries (i.e. excellent people skills).
12. Have demonstrated experience with the Alaska mental health system.
13. Have demonstrated knowledge of advocacy, self-help and empowerment programs for people with mental illness.
14. Be able to pass an extensive state and federal background check.
15. Have a valid AK driver's license with 5-year clean driving record
16. Have negative TB test results
17. WRAP Facilitator certified OR available to attend WRAP training out of state within 12 months from hire

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We are an EEO, ADA, & AA employer

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This Job Description reflects CHOICES, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Duties performed are 50% in office setting and 50% out in the community. Frequent walking. Long periods of sitting, as well as some long periods of walking. Some lifting of 20 lbs or less and some stooping, squatting and bending

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**I have received and read the CHOICES, Inc. Peer Support Manager Job Description. I agree to keep it readily available and to refer to it often.**

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_