

Peer Programs Coordinator Job Description, Duties and Requirements

NAMI Alabama is the state organization of the National Alliance on Mental Illness. We are a nonprofit organization that is dedicated to improving the lives of all individuals affected by mental illness by providing peer-led education, support, and advocacy programming, all at no cost to the community. We are seeking a **Peer Programs Coordinator** to manage the daily operation of NAMI Alabama's peer programs. This is a wonderful opportunity to work at an organization that values people's lived experiences. Nearly 100% of our board, staff, and volunteers either live with a mental illness or have a family member who does. NAMI Alabama also actively provides flexibility and support for employees' wellbeing.

The applicant must have personally experienced a mental illness and be in recovery and willing to self-identify as a person with mental illness in public.

The Peer Programs Coordinator is responsible for the daily operation of NAMI Alabama's peer programs. Responsibilities may include, but are not limited to:

- Planning, organizing, and overseeing the operation of 3 peer programs: Connection Recovery Support Groups, In Our Own Voice presentations, and Peer-to-Peer classes.
- Coordinating and organizing the training of program leaders. Trainings may occur in-person or virtually. This requires duties such as but not limited to: planning and scheduling trainings, advertising trainings, collecting applications, interviewing and choosing applicants, ordering materials, and venue coordination.
- Managing volunteer program leaders and state trainers.
- Communicating with the national office, NAMI Alabama, NAMI Affiliates, and/or external community partners.
- Tracking and reporting data for programs.
- Representing NAMI Alabama in the community by attending community meetings and promoting working relationships with other agencies.
- Be actively engaged in helping the peer programs grow across the state.
- Participate in all NAMI led calls/webinars/zoom meetings pertaining to the peer programs, within the state and at the national level.
- Participate in meetings with the Peer Programs Director, as needed, to ensure peer programs and peer program trainings run smoothly.
- Complete delegated tasks in a timely manner.
- Return phone calls, emails and text within a 24-hour period during weekdays and on weekends of trainings.
- Obtain/maintain Certified Peer Specialist certification and attend continued education provided by the Alabama Department of Mental Health Office of Peer Programs.
- Submit a detailed monthly report of activities.
- Stay connected to support group leaders, presenters, and teachers to keep them actively engaged.
- Monitoring the quality of programming and adherence to NAMI program guidelines.

- Serve as a trusted and dependable source of information, resources and guidance for peers contacting NAMI Alabama.
- Attends and participates in staff meetings, as required.
- Attends and participates in NAMI Alabama conferences and special events, as required.
- Follows NAMI programming and NAMI Alabama policies and procedures.
- Other duties as assigned.

Location of Job: Must reside within Alabama and be able to travel on occasion to Montgomery for program trainings. Most of the duties performed outside of the in-person trainings in Montgomery can be performed remotely.

Hours: On a monthly average this position requires about 50 hours of work.

Work Schedule: The work schedule has some flexibility since it is a part time position. Occasionally there are weekend peer program trainings in Montgomery when the coordinator is expected to attend.

Pay: The pay range is \$12 - \$15 per hour and is based on level of knowledge and experience with this type of work. If travel is needed outside of local area, mileage reimbursement is provided. When overnight work trips are needed, mileage reimbursement, meals and lodging are provided.

Equipment: A computer, printer and monthly cell phone allowance will be provided. You must have access to a stable internet connection for this job.

Job Requirements:

- Must be a Certified Peer Specialist in good standing (active and up-to-date on continued education trainings) with the Alabama Department of Mental Health Office of Peer Programs or eligible to obtain certification at the first available training.
- Knowledge of recovery and a basic understanding of mental illness.
- Knowledge and participation as a leader within at least one NAMI peer program during the past 12 months.
- High school diploma or GED.
- Strong computer skills, with the ability to effectively run Zoom meetings and enter data online for 3 peer programs.
- Solution oriented if problems or conflicts arise.
- Comfortable speaking in front of groups.
- Confidence in self-advocacy and sharing one's personal recovery story.
- Seeks supervision and consultation as needed.
- Accepts and employs suggestions for improvement.
- Respects privacy and confidentiality.
- Personal values don't inhibit ability to relate and work with others from diverse backgrounds.
- Actively works to enhance skills.

Application Process: Please submit a resume including 2 references no later than Monday December 14, 2020 to the Peer Programs Director, Christi Collins, at angelnrealestate@aol.com . This position will be filled when the appropriate candidate has been found.

PLEASE NO PHONE CALLS!