

# ASSOCIATION FOR MENTAL HEALTH AND WELLNESS



*To Advocate. To Educate. To Empower. Together.*

**Mission Statement:** “To empower and inspire people of all communities to identify, pursue and sustain healthy, meaningful lives”.

MHAW strives to develop an authentic, diverse workforce that embraces, creates, respects and demonstrates *diversity, equity, and inclusiveness* in the work environment, towards one another and those we serve. We recognize that our agency is strongest when we all embrace the full spectrum of diversity and experience. We actively seek to employ a diverse workforce representative of the communities we serve.

MHAW is a pro-vaccination agency, and has required all staff to be fully vaccinated and encourages service recipients to be vaccinated against Covid-19.

**Position:** Program Coordinator for Peer Recovery and Wellness Education (CRW)  
**Compensation:** \$44,000 to \$49,000 per year  
**Location:** Ronkonkoma  
**Hours:** Full time, 37.5 hours per week

## **Position Description**

This Program Coordinator’s role includes a wide range of responsibilities and activities that include engagement with other agencies and providers, facilitation of educational programming, and leadership. The Program Coordinator represents the agency in a manner consistent with our overall mission – which is currently under development --- and which coincide with that of our national organization, Mental Health America, which: *“...is dedicated to promoting mental health, preventing mental and substance use conditions and achieving victory over mental illnesses and addictions through advocacy, education, research and service.”*

The Director of Special Projects shall act as the supervising authority with regard to the Program Coordinator’s fulfillment of designated responsibilities. Specific responsibilities for the Program Coordinator shall be further articulated:

- During the employee’s Introductory Period of Employment and refined annually in Performance Reviews; and
- Association for Mental Health and Wellness Employee Handbook and any program-based Policies and Procedures Manual.

## **General responsibilities may include, but are not limited to:**

- Act in a manner that exemplifies professional leadership with positive morale, role modeling, and judgment in the promotion of an empowering, person-centered program culture.
- Practice Development:
  - a. To continually seek to enhance one’s skills, proficiency, philosophy, and practical understanding in all areas pertinent to recovery.
  - b. To compile and share relevant resources with peers and program staff.

## **Specific Program Tasks and Responsibilities**

- A. **To coordinate the development and facilitation of the Careers in Recovery and Wellness Training and supportive services aimed at assisting peers to obtain and maintain employment as peer support staff.** Specifically assignments are:
- To organize and conduct peer training 3 times annually; including interviewing and selecting participants, preparing group materials and speakers, coordinating classes, teaching, monitoring attendance and participation, awarding certificates of completion and coordinating graduation for participants.
  - To organize and conduct Peer Workforce Readiness Basics group 3 times annually; including preparing group material, coordinating group sessions and monitoring attendance and participation.
  - Update and develop curriculum to include the identification of specific learning objectives, present material to accomplish the learning objective, and then test the individual on acquisition of the knowledge.
  - To facilitate and provide ongoing employment support services to prospective candidates, students and graduates of CRW training program individually or through community education and support events.
  - To participate on planning board for certification of peers.
  - To coordinate the facilitation of monthly peer networking meeting and ongoing employment support groups for peers who are working or planning to work in the recovery field.
  - To develop and update course curriculum to provide relevant and current materials
  - To develop relationships with other agencies to assist student placement in paid, volunteer and internship activities.
  - Market the program, including working with leadership to develop a strategy to effectively market.
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  - To perform necessary administrative functions for the program, including mailings, phone calls and material assembly.
  - To serve as and advocate on an individual and system level to call for the improvement of services.
  - To track and report on quantitative and qualitative objectives determined by the agency and communicated via your supervisor for peers who complete the CR&W training.
- B. **To coordinate peer support line.** Specifically assignments are :
- Participate in hiring of peer support line staff.
  - Provide weekly supervision to support line staff.
  - Participate in meetings pertaining to warm line expansion and functioning.
  - To track and report on quantitative and qualitative objectives determined by the agency and communicated via your supervisor.

## **Additional Responsibilities**

- Advocacy: Participation in planning and organizing events to raise awareness and participation in additional programs and events to promote the improvement of peer services and recovery.
- To facilitate weekly mood disorder group. Specifically assignments are :
  - a. Facilitate group weekly, or arrange coverage as necessary and approved by your supervisor.
  - b. Monitor and respond to target program deliverables (revenue, enrollment, levels of service, etc.)
- To participate in Helpline activities. Specifically assignments are:
  - a. Answer Helpline calls and provide referral resources

- b. Provide peer support as necessary to Helpline callers
- c. Participate in coordination of coverage for Helpline.
- d. Participate in activities to promote Helpline.
- e. Identify candidates for internship placement on the Helpline
- Conferences/Trainings: To represent the agency and your programs through participation in conferences and trainings as participant and/ or presenter.

**Critical Skills and Qualifications**

- Experience with and knowledge of the New York State and Suffolk County public mental health system. Knowledge of wellness, self-help and empowerment programs and resources for recipients of mental health services.
- Establishment of and sustainment your own self-directed recovery and care.
- Maintain active Certification as a NYS Peer Specialist
- Effective use of self-disclosure to inspire and support participants.
- Knowledge of scope of peer practice settings, to include in-depth knowledge of peer in crisis services in order to meet the needs for peer in these settings.
- Sound communication skills and the ability to work as part of a team.
- Group facilitation and training experience
- Curriculum and workshop material development
- Supervisory experience of peer and non-peer staff
- Must be fully vaccinated for COVID-19

Send a resume and cover letter expressing your interest in this position to:

Kathy Elfers  
Human Resources Director  
[kelfers@mhaw.org](mailto:kelfers@mhaw.org)