



*Educate, Advocate and Serve*

## **Title: PIER Peer Support Team Lead**

**Classification:** Full time, hourly, non-exempt position

**Summary:** *A leadership position coordinating the operations of the Recovery Community Center, the Consumer Operated Service, peer services, and peer partnerships. This position coordinates activities to further promote opportunities, provides supervision, and manages an individual caseload.*

### **Required Experience Qualifications:**

- BA/BS in relevant field preferred, past experience providing supervision preferred
- KY Peer Support Specialist certification
- Experience with mental health consumers and/or those with substance use issues
- Demonstrated sensitivity to Recovery Principles- awareness of or ability to fully embrace the principles of recovery and put them into action
- Familiarity with MH/SA resources and referral guidance, healthy lifestyle support, financial management skills, education and training resources
- Computer literate (MS office, XL spreadsheets, Access databases, power point)
- Excellent interpersonal, oral and written communication and phone skills
- Well organized, excellent record keeping, and good time management skills
- Professional demeanor
- Substance use free
- Good reliable transportation (maintain auto insurance)

### **Skills and Knowledge Required**

- Develops and maintains internal and external peer support relationships; attends community meetings and events; works to increase opportunities for peer support
- Works cooperatively with P.I.E.R. partners MHA/RNNK, NorthKey, and NAMI, helping to develop sustainability opportunities for RCC and COS models
- Provides supervision to staff, student interns, and volunteers
- Facilitates KPS training blocks and other training as appropriate
- Serves as an advocacy lead for peer support services and attends activities as appropriate
- Responsible for RCC, COS, and all PIER service data points for reporting and CQI purposes
- Carries out other duties as assigned, such as attending staff meetings, submitting written staff reports, contributing to the agency PR materials, and assisting with other agency activities as needed

### **Time Utilization**

20% of time for participant work (8 hours), 25% for supervision/staff support (10 hours), and 55 % for operations/community meetings (22 hours).

**Reports to:** MHA Associate Director

**Travel:** local travel required; proof of insurance required

**Hours:** Estimated 40 per week