

## JOB DESCRIPTION

<b>Job Title: Coordinator</b>		<b>Department: Thrive at Work Peer Training</b>	
<b>Reports To: Director of Planning and Recovery Practice</b>		<b>Supervises: Recruitment and Enrollment Specialist, Training Specialist(s), Administrative Coordinator</b>	
<b>Program/Department: Thrive at Work</b>		<b>Work Site: 2 Washington St., New York, NY 10004</b>	
<b>Program/Department Description:</b>			
<p>The Thrive at Work Peer Specialist Training is a new program designed to train and graduate peers in preparation for participation in the mental health workforce in NYC. In collaboration with the Mayor's Office of NYC and the Department of Health and Mental Hygiene, Community Access will provide different tracks of training designed to meet the assessed level of competencies and needs of both working peer specialists and peers with little or no work experience. The goal of the training is to promote competency in peer specialist work, and connect trainees to internships, job placement, and/ or workforce development opportunities. Thrive at Work also seeks to connect trainees to peer certification through the Academy of Peer Services with a curriculum that reflects certification requirements and facilitated support of the certification exam.</p>			
<b>FTE: 40 Hours, pw</b>	<b>FLSA: Exempt</b>	<b>Revised: 06/30/2016</b>	<b>Salary Band: D</b>
<b>HR Approval:</b>		<b>Executive Manager Approval:</b>	

### Overview

The Thrive at Work Peer Specialist Training Coordinator guides the development, implementation, operation, and quality management of the program. The Coordinator is a leader within the program and represents Community Access and the needs of trained and working peer specialists in the broader community. The Coordinator oversees all daily operations and is capable of implementing changes based on needed quality improvements. The Coordinator guides staff performance and ensures contractual compliance.

### Core Principles

The job responsibilities of all staff extend to understanding and incorporating certain principles into their work and into their relationships with program participants. These principles are:

- Program participants' right to self-determination;
- Respectful communication;
- Services that support recovery and healing consistent with and nurturing each participant's cultural background, experience, identity, and values.
- Clear professional boundaries to support the limits and possibilities of services.

### Essential Job Functions

- Assist in the recruitment, selection, orientation, training, and evaluation of all staff.
- Provide supervision to staff, ensuring optimal staff capacity.
- Maintain a safe and secure work environment that is responsive to professional communication.
- Daily management of accounting activities, including processing and approving invoices and disbursements of petty cash.
- Manage budget expenses and work with Executive Staff to develop and implement annual budget.

- Implement and oversee strategies and systems for data collection and analysis.
- Ensure the timely completion and submission of all internal and external documentation including: participant-related data such as progress notes and employment-related outcomes; funding and contract requirements.
- Ensure the overall attainment of contractual obligations, outcomes, and expectations.
- Ensure the development and utilization of effective program policies, procedures, and guidelines, and staff adherence to agency policies and procedures.
- Ensure compliance with federal, state, and local regulations.
- Act as a liaison in coordination with Executive Staff with funders on contract negotiation and reporting.
- Participate in the Thrive at Work Training Advisory Body, providing and incorporating programmatic feedback.
- Coordinate planning and programmatic activities with Training subcontractors and external stakeholders.
- Participate as a leader in local and statewide initiatives that promote peer workforce development.
- Develop and deliver public presentations related to all aspects of Thrive at Work NYC.
- Ensure that training curricula and learning approaches are optimized and standardized.
- Attend educational workshops and participate in learning collaboratives regarding best practices.
- Attend and participate in supervision, meetings, and training sessions as required.
- Perform other duties as assigned.

## **Job Qualifications**

### **Required**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Recipient/ peer/ survivor of mental health services.
- At least four (4) years of supervisory experience.
- At least two (2) years of experience working in an adult learning or education environment.
- Possess strong understanding of person-centered planning, recovery, and wellness.
- Must be fingerprinted and cleared by the Office of Mental Health.
- Willing to travel and work evenings and weekends.
- Ability to use standard business software including Word, Excel and PowerPoint.
- Demonstrated ability to design and implement projects in a team-based setting.
- Experience with public speaking, including developing and presenting complex subject matter.
- Excellent oral and written communication skills.
- Ability to maintain confidential information, as related to position.

### **Preferred**

- Demonstrated leader in the peer community/movement.
- Bachelor's degree.
- Experience with and knowledge of peer workforce and training issues and the behavioral health system in New York City and New York State.
- Experience in the development and implementation of standardized curriculum and training.