



## **JOB DESCRIPTION**

**Title:** PROJECT MANAGER – ADULT HOME BRIDGER PROJECT

**Project:** Adult Home Bridger Project

**Position Summary:** The PM of the Adult Home Bridger project will provide supervision to the Peer Bridgers who offer peer support services to people transitioning from adult homes into the community of their choosing through individual and group peer support meetings.

The mission of Baltic Street AEH, Inc. is to help improve the quality of life for people vulnerable to mental illness by providing a broad continuum of trauma-informed care with a focus on wellness and resiliency. We believe that all the people we serve can lead meaningful lives and successfully manage their mental health. Every individual we serve receives support to help them address their whole health needs, develop coping strategies and connect with critical resources such as housing, education and employment.

**Hours of Work:** Full time – 40 hours per week, exempt

**Salary:** \$60,000 - \$70,000 depending on experience

**Source of Supervision:** Chief Operating Officer

### **Major Responsibilities/Activities:**

- Oversee the effective day-to-day operations of the program sites
- Present a positive example of a person with lived experience who is managing their own recovery
- Supervise the peer bridgers by creating a positive, supportive relationship
- Foster a team environment among the team
- Provide linkages, referrals and care coordination with other services such as mental health, education, medical, social and financial services
- Assist staff to access available community resources
- Advocate for needed services and assist individuals to negotiate service systems
- Maintain collaborative interagency relationships
- Arrange for regularly scheduled one-on-one supervision with each team member
- Facilitate team meetings on a regular basis
- Participate in collaborative meetings with the treatment team
- Monitor staff attendance and respond to trends and/or problems
- Ensure and protect all client civil liberties and rights
- Ensure all staff maintain high standards of conduct in their performance of their job duties

- Ensure the physical premises and offices are maintained in a safe, clean and professional manner
- Submit accurate and timely administrative reports as required/requested by the program director, BSAEH management and other designated authorities
- Ensure all program policies and practices established by BSAEH are followed
- Maintain and protect the confidential nature of all matters related to this position
- Participate in training sessions designed to enhance growth and skill development
- Be responsible for any agency-issued equipment
- Perform other tasks/duties as required

Requirements:

- Demonstrate experience with and knowledge of the New York State mental health and substance abuse systems
- Demonstrate knowledge of advocacy, self-help and empowerment programs for recipients of mental health and substance abuse services
- Have the ability to be a role model and convey a message of hope and wellness for people diagnosed with mental illness
- Have the ability to complete basic documentation requirements regarding work activities
- Have at least five years experience working as a peer
- New York State Certified Peer Specialist or Certified Psychiatric Rehabilitation Practitioner

Required personal skills:

- Minimum of five years' experience managing/supervising peers
- Must pass a criminal history background check
- Must have a Bachelor's Degree in related field ; Master's degree preferred
- Must have lived experience with the public mental health system
- Must have basic computer skills – knowledge of Foothold Technology's AWARDS system a plus
- Must either have APS certification or obtain it within 3 months of being hired
- Must have a Driver's license
- Bilingual preferred

BSAEH offers a competitive salary and a benefits package that includes health coverage, paid time off and paid vacations.

Interested candidates should submit a cover letter, resume and wage requirements to:

Marianna Barbarash, Director of Human Resources  
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