



## **JOB DESCRIPTION**

**Title: REGIONAL SUPERVISOR**

**Project: ADULT HOME PEER BRIDGER PROJECT**

**Position Summary:** The Regional Supervisor provides peer support services to people transitioning from adult homes into the community of their choosing through individual and group peer support meetings.

The Regional Supervisor position is a unique mentoring opportunity for an experienced peer. They will support the project director by assisting in the process of training, role-modeling appropriate and professional skill sets to the peer bridgers assigned to the site. Regional Supervisors also have the unique opportunity to learn more about program development, effective supervision/instruction, and program administration.

There will be two such positions – one supervisor in Brooklyn who will be responsible for 20 peer bridgers and one supervisor in Staten Island who will be responsible for 10 peer bridgers.

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, non-exempt

Salary \$50,000 - \$55,000 depending on experience

Source of Supervision: Project Manager

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

- Offer positive, supportive peer relationships that foster trust and hope for positive change, choice, wellness, recovery and personal empowerment
- Present a positive example of a person with lived experience who has been successful at managing their own recovery by actively investing in/maintaining their personal wellness
- Provides one-on-one and/or group support during hospitalization continued short-term-support services following discharge
- Teach community adjustment and wellness self-management skills
- Assist with developing a Wellness Recovery Action Plan (WRAP)
- Help identify and/or re-engage with family, friends and other natural supports
- Provide education and resources that support wellness self-management, self-determination, and self-advocacy
- Continue with individuals after discharge to identify and engage with a range of community-based services and supports

Regional Supervisor responsibilities:

- Monitor staff attendance and report trends and/or problems to the Project Manager
- Ensure and protect all client civil liberties and rights
- Monitor that all staff maintain high standards of conduct in their performance of their job duties and report any issues directly and immediately to the Project Manager
- 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 Project Manager, BSAEH management and other designated authorities
- Monitor that all program policies and practices established by BSAEH are followed and report any concerns to the immediately and directly to the Project Manager
- 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 three years experience working as a peer
- Are New York State Certified Peer Specialists - or must be certified within 6 months of hiring

Required personal skills:

- Minimum of three years' experience managing/supervising peers
- Must pass a criminal history background check
- Must have a GED or academic High School diploma; college degree in related field 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

Baltic Street AEH, Inc.

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