

# Peer Workforce Consortium

## Director

### Job Description

**Mission:** The Peer and Community Health Workforce Consortium (The Consortium), is an entity established to advance and strengthen the New York City Peer and Community Health Worker workforce. The Consortium is continuing its role by coordinating efforts with existing community organizations committed to addressing individual and employer needs across a variety of peer support roles. Family Advocates, Youth Advocates, Community Health Workers, and Peers working in the mental health and substance use communities are the focus of the Consortium activities.

The Consortium will create resources and develop strategies to maximize utility of, and access to, technical assistance materials designed to enhance organizational readiness for expansion of the Peer and Community Health Worker workforce.

**This position is currently funded through June 30<sup>th</sup>, 2019. Funding after June 30<sup>th</sup>, 2019 is currently being explored but cannot be guaranteed at this point.**

#### **Consortium Goals:**

- Build capacity within the profession by strengthening existing structures of Peer and Community Health Worker networks, creating opportunities to share and identify best practices, and evaluating existing programs and curricula.
- Provide technical assistance to organizations that hire, train and support Peer and Community Health Workers.
- Provide career development support for the Peer and Community Health Worker workforces.
- Identify best practices in peer support, evidenced by studied impact on desired outcomes, and communicate recommendations for uptake.
- Support advocacy and leadership in the peer workforce by ensuring that the perspectives of peer support workers are well represented and are reflected in decisions, recommendations, and products throughout processes of system transformation and professionalization
- Enhance collaboration and strengthen partnerships between various types of programs and settings with shared values and goals.

#### **Director Responsibilities:**

The Director's knowledge, skills and experience will inform the supervision of employees in the following roles: Coordinator, Research and Evaluation Coordinator and Administrative Assistant.

The Director of the Consortium will perform activities in the following areas:

## **Program Development and Design**

- Lead program innovation and development activities
- Identify and organize appropriate strategies for implementation and technical assistance activities for employers of the peer support and community health workforce.
- Strengthen plans for sustainability (financial capacity and continued buy-in) for the Consortium, and oversee the Consortium's budget, ensure financial accountability
- Develop comprehensive project plans to be shared with senior leadership
- Responsible for project management

## **Program Evaluation**

- Regularly review progress towards objectives, and evaluate selected tasks, activities and project goals within this framework
- Finalize the objectives and measures upon which the Consortium will be evaluated
- Prepare and edit reports to DOHMH leadership on Consortium activities
- Oversee research and evaluation to capture the impact of the peer support workforce and the work of the Consortium
- Coordinate assessments of organizational needs to determine technical assistance and lead and monitor technical assistance processes and outcomes
- Track project performance, specifically to analyze the successful completion of short- and long-term goals

## **Supervision of Program Employees**

- Provide high-level supervision and create standards and structures to guide efficient collaboration between team members, and to encourage optimization of individual strengths

## **Engagement and Strategic Collaboration**

- Provide ongoing strategic direction as key issues arise in Consortium meetings and working groups and make recommendations to DOHMH leadership on how to address them
- Develop a strategic plan to support the uptake of tools and resources developed by the Consortium to insure
- Engage stakeholders, gather, and incorporate feedback to address any needs, challenges, or other considerations related to the implementation and oversight plan
- Engage local, regional, state, and national agencies; educational institutions; nonprofit organizations; and private sector business interests for program development and technical assistant opportunities
- Deliver public presentations and organize outreach efforts to promote the work of the Consortium

- Convene community stakeholder (e.g. steering committee) to guide the work of the consortium
- Lead DOHMH divisional workgroup which will strategize to increase collaboration of workforce integration

***Qualifications:***

The successful candidate will have demonstrated competence/experience in advocacy, management and supervision of staff, and in project coordination and management. (S)he will hold advanced interpersonal skills, will display clear and coherent verbal and written communication, and will exhibit a strong ability to develop and deliver presentations (use of PowerPoint) to large audiences. The candidate must have strong leadership skills, be detail-oriented, and manage multiple assignments in a fast-paced environment, with the ability to work both independently and collaboratively. Candidate should demonstrate advanced project management skills, including the ability to establish and meet project timelines. (S)he will have experience providing technical assistance to organizations and will possess a working knowledge of the peer support workforce community.

**Preferred Skills:**

- Survey Software experience i.e. Qualtrics, Survey Monkey
- Data analysis experience i.e. SPSS, SAS

***Minimum Requirements:***

A baccalaureate degree from an accredited college or university.

***Preferred requirements:***

- 1) Lived experience with mental health and/or substance use services and will possess, at a minimum, a bachelor's degree or equivalent experience in the mental hygiene or social service fields; **or**
- 2) A Master's degree in Social Work from an accredited college or university in the school of social work;**or**
- 3) 60 graduate semester credits from an accredited university in social work, psychology, health, rehabilitation, public health, psychiatric nursing or special education; **and** one year of full-time, satisfactory experience providing direct care in social, psychiatric, health, mental retardation/developmental disabilities or substance use/chemical dependency/alcoholism agency or in the administration of an program providing direct care as described above, or as a consultant on program planning or evaluation of such services; **or**
- 4) A Master's degree of at least 30 graduate semester credits from an accredited university in psychology, sociology, anthropology, public health, special education, psychiatric nursing, counseling, human services, health, rehabilitation, public administration, or business administration, **and** two years of experience as described above.

**Salary Range: \$80,000-\$90,000**

**To Apply:**

Please mail or email a letter of interest and resume to the attention of Carlton Whitmore at the NYC Department of Health and Mental Hygiene.

Applications should be received by **July 14, 2018**.

**Mail:**

NYC Department of Health and Mental Hygiene  
Division of Mental Hygiene  
Office of Consumer Affairs  
42-09 28th Street, 19th Floor CN-43  
Long Island City, NY 11101

**Email:**

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