

NAMI NORTHERN LAKES CENTER - Job Description

JOB TITLE: Peer Specialist Coordinator

POSITION DESCRIPTION: Coordinates day to day functions of the Northern Lakes Center. Assures bylaws and operational standards are met.

REPORTS TO: NAMI Northern Lakes Board of Directors

BEHAVIORAL STANDARDS:

1. Maintain the attitude and performance of a positive peer role model.
2. Honesty, respect for diversity, high personal standards, language and behaviors reflecting such values and the Independent Living philosophy.
3. Demonstrated ability to recognize the need for and facilitate connections between consumers and other disability related services. Statewide and National disability related issues and community dynamics.

DUTIES AND RESPONSIBILITIES:

4. Maintain a current and working knowledge of systems, issues and legislation at both a local and statewide level which affect the persons we serve.
5. Promote opportunities for recreational activities, socialization and mutual support. Network with other agencies and community resources to promote recreational and social events.
6. Provide peer counseling, on an as-needed basis. Provide assistance in identifying and connecting with supportive services. Encourage independence and autonomy by offering information, experiences and opportunities to assist individuals to make informed choices. Encourage personal empowerment, self-determination, while promoting independent living skills.
7. Attend and actively participate in all meetings and trainings.
8. Complete nightly lock up procedures as required by administration.
9. Reinforce and uphold guidelines of Drop In Center. Supervise use of Drop in Center facilities.
10. Complete monthly statistical reports by specified due date for NAMI Northern Lakes Board of Directors.

- a. Implement and carry out consumer survey in efforts to ensure the quality of service and identify the changing needs of both the program and its participants.
 - b. Maintain daily log of persons utilizing Drop In Center.
11. Ensure the safety and wellbeing of participants of the Drop In Center by keeping the Center clean. Encourage persons to assist. File incident reports with supervisor as necessary. Meet with supervisor to review issues of program that may arise.

QUALIFICATIONS: High School diploma or equivalent and 5 years' experience with disability related services are preferred. Coordinator demonstrates excellent written and verbal presentation skills. Computer skills in Word and Report writing preferred. Peer specialist certification is required.

Hours will be M-Th 11 am to 3 pm, and F 5 pm to 9 pm. We are located in Rhineland, WI and primarily serve people from Vilas, Oneida, and Forest Counties. Race, age, disability, ethnicity, religion, national origin, sex, and sexual orientation are not barriers in our hiring.

If interested please send a resume and cover letter to Dan Rondello, Interim Coordinator, Secretary of NAMI Northern Lakes Board, and Chairperson of The NAMI Northern Lakes Drop-In Center Committee to: Dan Rondello, 1011A Lincoln St., Rhineland, WI 54501