



**Title:** Peer Program Assistant Manager Part-Time

**Program:** Petaluma Peer Recovery Center

**Reports To:** Program Manager

**FLSA Status:** Non-Exempt

**Hours:** 20 hours per week

**Wage:** \$18.25 per hour

### **Summary**

Assist in the planning, implementation, and delivery of programs and services that are responsive to the needs and objectives of Mental Health Consumers in a consumer driven, run, and operated by the Petaluma Peer Recovery Center. The Program's success is dependent on the ability of the Assistant Manager to relate to the members of the community we service within the Program. Current or former experience as a consumer of mental health services is required.

### **Duties & Responsibilities**

- Plan, implement and supervise activities that sustain effective peer operation
- Coordinate, supervise, and support of staff in daily operations
- Maintain a calm, compassionate and consistent leadership presence for the staff and membership
- Consult with the Program Director to plan and implement the consumer-run drop in center and associated activities

- Assist and participate in recruitment, selection, and training of staff and volunteers
- Assist in managing the Peer Program in accordance with a balanced budget
- Maintain member confidentiality
- Cultivate, develop and maintain collaborative working relationships with partners, community-based organizations, educational institutions, businesses, and employment and training organizations
- Communicate, support and promote the program in the community and network with other similar consumer driven programs
- Ensure all records are maintained according to organizational standards including but not limited to ongoing data collection and completion of quarterly reports to funders
- Adhere to all WCCS agency & peer program Policies and Procedures in accordance with protocols appropriate for a consumer-driven peer support program
- Collaborate and participate in ongoing Manager's meeting, facilitate monthly members meetings and collaborate with and support the Members Advisory Council
- Assist in the development and implementation of short- and long-term goals
- Perform other job duties as assigned by Program Manager.

**Minimum requirements, skills and knowledge**

- Must have current or former experience as a consumer of mental health services
- Supervisory Experience highly desired
- Bachelor degree in a Human Service Field preferred
- Ability to prioritize and problem solve

- Knowledge of the consumer self-help movement strongly preferred
- Must be able to demonstrate leadership skills and the ability to effectively involve peers in self-help activities
- Computer experience with Microsoft Office applications, electronic mail & calendaring (prior experience with Google applications preferred).
- Excellent interpersonal skills, ability to interact effectively with diverse populations.
- Satisfactorily pass background check and DOJ fingerprint clearance
- English/Spanish bilingual desired but not required

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Traverse – Regularly moves about the Center to oversee activities, collect office supplies and documents, meet with members in designated areas, kneeling and bending

Communicate and Interact – Exchange information and provide peer conversation for members in person and via virtual group meetings (Zoom)

Detect, identify – Frequently reviews hard copy documents, emails

Stationary position – Must be able to remain in a stationary position up to 40% of the time

Operate, Draft, Write, Compile – Consistently uses a computer to research, document, communicate

Transport – Occasionally lifts up to 20 lbs., carrying office supplies

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