



Job Title: Peer Coordinator  
FLSA Status: Non-Exempt  
Hours: 40 hours per week  
Reports To: Peer Program Manager  
Wage: \$21.95-\$23.15 per  
hour

Job summary Under the supervision of Program Manager, will develop and supervise a specialized department of the Peer Center. As a Peer Program's success is realized by the Peer Department Coordinator's ability to relate to members, current or former experience with mental health services (lived experience) is required.

#### Essential Functions

- Provide peer to peer counseling and training support within the specialized department
- Turn in requested data, information, and documents on time and upon request Develop and facilitate appropriate activities, classes, and groups
- Perform all other program relevant duties assigned by the Program Manager
- Assist in the development and implementation of relevant outcome measurement tools

#### Duties & Responsibilities

- Develop and facilitate appropriate activities, classes, and groups
- Ensure that the Peer Center is a safe environment for all members and staff
- Work cooperatively with other staff, Program Manager, and Director
- Maintain current knowledge of cultural factors, health issues and community resources and services
- Maintain member confidentiality
- Manage the department in accordance with the Peer Program's balanced budget

#### Knowledge, Skills, & Abilities:

- Excellent Customer Service skills
- Meaningful understanding or knowledge of mental illness
- Proficient at records maintenance
- Punctual
- Ability to represent the members, organization, and the community in a respectful and professional manner
- Ability to satisfactorily complete CPR/FIRST AID/AED training

#### Minimum requirements

- High school diploma or equivalent
- Satisfactorily pass background check and DOJ fingerprint clearance
- Prior completion of the Peer Education and Training program

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 of this position. All staff members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

#### Americans with Disabilities Act

WCCS has pledged to ensure that employees and applicants have equal access to job opportunities, will not be discriminated against based on having an actual or perceived disability, and will have the same opportunity for employment, promotions, and transfers as those individuals who do not have disabilities. WCCS complies with requests for accommodations under the Americans with Disability Act, including the Amendments Act.

#### Physical Requirements

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 60% 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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