

DATE POSTED: 5/15/19

DEADLINE FOR APPLICATIONS: 5/29/19

Job Posting

Peer Respite Coordinator

Hours per week: 20

Location: 108 Pleasant St, Claremont

Stepping Stone is seeking an individual with lived experience to oversee the Peer Respite program, including guest and potential guest interactions, staff supervision, and travel within and outside NH for the purposes of public education and building referrals.

Must have valid driver's license and reliable transportation to and from 108 Pleasant Street. A company vehicle is available for travel during working hours.

See attached Job Description for responsibilities.

Training Requirements:

- must be certified in Intentional Peer Support (IPS) or attend the next available IPS training to become certified; and attend Co-reflection and IPS Refresher as required to maintain certification
- must have completed WRAP® Seminar I training or attend the next available training
- must attend annual trainings in Peer Respite
- must attend annual trainings in Warmline
- must attend additional trainings as determined by your supervisor
- must be able to travel out of town and stay overnight for training as needed

To apply:

Complete an application and give to Shanon Pyatt at Stepping Stone or Susan Seidler at Next Step. For more information please call Shanon at 603-543-1388.

All requests for information and applications are held in confidence.

Consumers and Members are encouraged to apply.
EOE.

Job Description – Peer Respite Coordinator

Location: 108 Pleasant Street, Claremont, NH

Employee Type: part-time, regular, non-exempt

This position is supervised by: Executive Director

General Responsibilities:

The Peer Respite Coordinator oversees the development, delivery, and management of the organization's Peer Respite program to ensure the efficient and effective delivery of mission-related services. The Peer Respite Coordinator promotes the principles and values of Intentional Peer Support internally and within the greater community. The Peer Respite Coordinator is a member of the management team.

Specific Responsibilities:

General

1. To understand, model, and teach Trauma Informed Intentional Peer Support and its values.
2. To understand and demonstrate healthy boundaries and model good self-care.
3. To attend all required trainings.
4. To perform other duties as assigned.

Program Support - Crisis Respite

1. To meet with potential guests and returning guests to develop or update respite interviews.
2. To screen requests for respite and determine suitability.
3. To contact staff and prepare the room for each incoming guest.
4. To prepare or retrieve a file for each incoming guest; to review and update every file for all information and content.
5. To greet each incoming guest to create a written list of what he or she will work on during his or her stay and sign necessary paperwork.
6. To check in with each guest 24-48 hours after he or she comes in to review responsibilities for his or her stay and check in with each guest and review the previous day's notes each work day.
7. To review each exit plan and reconnect a few days later for follow-up; to send a thank-you note to every guest.
8. To maintain an inventory of program food and supplies.
9. To assist with promoting and building statewide awareness of the program.
10. To provide on-call support to peer respite staff.

Personnel

1. To supervise assigned staff and provide timely documentation of supervision and other personnel meetings as established to meet the needs of the individual staff and the organization; to actively participate in recruitment and retention of qualified staff.
2. To ensure adequate staffing for the program up to and including working respite shifts.

Public Relations

1. To promote and build the program, raise awareness through outreach and public speaking, and build guest referrals.
2. To maintain a positive working relationship with West Central Behavioral Health in Grafton and Sullivan counties as well as other agencies and civic organizations.
3. To work with the Executive Director on public awareness via all media forms.

Minimum Qualifications:

1. Associate's degree in related field or equivalent relevant experience.
2. Computer skills, including Microsoft Office.
3. Demonstrated supervisory skills.
4. Proven ability to adhere to strict confidentiality standards.
5. Excellent written and verbal communications skills, including public speaking.
6. Willingness to learn.
7. Ability to meet deadlines and prioritize effectively.
8. Ability to work independently and as part of a team.
9. Valid driver's license, reliable transportation, and proof of insurance.
10. Ability to lift a maximum of 10 pounds, walk up and down stairs, and sit or stand for a majority of the workday.

I hereby acknowledge that I have read and understand that this job description is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the needs of The Stepping Stone Drop-In Center Association. I have been provided a copy of this description.

Signature

Date