Mental Health & Addiction Association of Oregon (MHAAO)
Washington Co. Peer Delivered Services (PDS) Coordinator Job Description

**TITLE:** Washington County Peer Services Coordinator (PSC)
**REPORTS TO:** Director of Outreach & Technical Assistance
**DEPARTMENT:** Outreach & Technical Assistance Department
**PAY SCALE:** $23.00 to $30.21 an hour
**BENEFITS:** This is a benefited position as outlined in the MHAAO Employee Handbook
**FTE:** 1 FTE

**TO APPLY:** Please submit a resume and cover letter to by close of business December 22, 2022. Persons of color, LGBTQIA+ and members of all other underrepresented groups are strongly encouraged to apply.

**JOB SUMMARY:**

The Peer Services Coordinator (PSC) will strategically outreach broadly across Washington County to increase peer support/recovery mentor services and support the expansion of the peer workforce. The goal of this position is to develop a comprehensive, coordinated and collaborative array of peer services that includes peer-run organizations and clinical/medical programs that employ peer support specialists and certified recovery mentors. Key activities of this position will focus on developing and implementing activities to educate and support peer-run organizations and other agencies providing behavioral health services in Washington County in the value, role and scope, and best practices of integrating peer support specialists in their agencies. The PSC will also work with the peer workforce to increase awareness of and interest in peer-led groups and group facilitator training such as PeerZone, Hearing Voices, SMART Recovery, Alternatives to Suicide and more.

The PSC will serve as an advocate for peer services in Washington County and will identify means to expand peer services not previously identified. The contractor will be encouraged to use the unique perspective of a person with lived experience navigating the behavioral health system or having had multi-systems involvement to identify these unique opportunities. The PSC will advance the voice of lived experience and the peer workforce via outreach and engagement with relevant Washington County government programs and staff, local and state advisory boards, councils, committees and elected officials.
Description: Builds and maintains connections/relationships to Washington County community partners and peer organizations that contract with Washington County and have or are interested in having peer delivered services. Provides technical assistance, training and peer workforce development to the Washington County community and community partners. Develops materials and resources, updates and maintains curriculum related to peer delivered services.

Duties and Responsibilities

- Reach out to behavioral health, physical health and other service provider organizations, Coordinated Care Organizations (CCOs), and other relevant community partners to conduct a peer workforce needs assessment in Washington County. This can be accomplished via phone calls, email, and in-person communication and developing/utilizing the Needs Assessment Questionnaire;
- Coordinate next steps and follow up to Questionnaire responses (meetings, org/program TA, Peer Support 101, etc.);
- With Executive Director and Outreach & Technical Assistance Director, support the development and co-facilitation a monthly/bi-monthly meeting of the Washington County Peer Collaborative.
- Collaborates with MHAOO Training Department and Admin on logistics, scheduling, and intake for each peer workforce training.
- Conducts pre-training screening of potential participants.
- Collaborates with relevant MHAOO departments and programs on project goals and direction;
- Collaborates with co-workers and community partners on training needs and curriculum development;
- Facilitates MHAOO trainings on-site and remote locations as assigned and scheduled;
- Provides on-going training and technical assistance to community partner organizations that contract with Washington County and/or with MHAOO directly.
- Conducts follow-up studies of all completed training to evaluate and measure results. Modifies programs as needed.
- Host and facilitate listening sessions to gain insight into community need and stakeholder feedback.
- Outreach to community partners to support the development of culturally responsive/culturally-specific peer delivered services.
- Facilitates virtual and/or in-person PeerZone workshops weekly or every other week.
- Provide mentorship to Washington County peer workforce who are currently trained in PeerZone or may be interested in becoming PeerZone workshop facilitators.

Qualifications for Position: Three to five years as a Peer Support Specialist/Certified Recovery Mentor or related experience and/or training: or equivalent combination of
education and experience. Must have Peer Support Specialist/Certified Recovery Mentor Certification active. Must possess a valid driver’s license.

Skills and Knowledge Required:
- Ability to work independently within parameters outlined by Outreach & Technical Assistance Department Director.
- Ability to work effectively as a team player.
- Excellent oral and written communication skills.
- Ability to collaborate with diverse groups of people who have varied skills and knowledge.
- Ability to read, analyze and interpret mental health and addiction periodicals, professional journals, or government regulations.
- Ability to navigate and research on the web.
- Ability to create user-friendly training materials.
- Ability to effectively manage own time to successfully accomplish workload and deliverables.
- Excellent teaching and presentation skills for diverse audiences including professionals, peers, and the general public.
- Must be proficient with Microsoft Office Suite.

Prior Experience Required: Must have own mental health and/or addiction lived experience and an understanding of the mental health and addictions peer recovery movement. Extensive experience in writing, and public relations and ability to effectively communicate in a variety of mediums and settings is required. Experience facilitating and developing trainings.

Mission Statement: Mental Health & Addiction Association of Oregon is an inclusive peer-run organization dedicated to self-direction honoring the voice of lived experience.

Amount of Travel and Any Other Special Conditions or Requirements: This position requires some local travel and may include some overnight travel.

The above accountabilities represent work performed by this position and are not all-inclusive. The omission of a specific accountability will not preclude it from the position if the work is similar, related, or a logical extension of the position.

Employment with Mental Health & Addiction Association of Oregon is “at-will.” This means employees are free to resign at any time, with or without cause, and Mental Health & Addiction Association of Oregon may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Mental Health & Addiction Association of Oregon for any set period of time.

Mental Health & Addiction Association of Oregon is an Equal Opportunity Employer. Employment opportunities at Mental Health & Addiction Association of Oregon are based upon one’s qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related
medical conditions, national origin, age, Veteran status, disability, genetic information, or any other characteristic protected by law.

__________________________________________  __________________
Signature                                      Date

__________________________________________  __________________
Supervisor Signature                          Date