

**PEER RECOVERY SERVICES
PROGRAM DIRECTOR
JOB DESCRIPTION**

Requirement: This position is funded by the Mental Health Services Act. A requirement for employment is lived experience with a mental health condition and strong recovery and/or be a family member of someone with lived experience with a mental health condition.

See our website: www.thewellnesscenterprs.org for additional information.

General: Under the general direction of the PRS CEO, this position is responsible for all phases of planning, program development, and implementation of peer-oriented support services. The position will have day-to-day responsibility for Wellness Center sites operations, including supervision and management of all Wellness Center staff.

Tasks and Responsibilities:

- Implement Wellness Center policies and procedures (including those developed by SJCBS) to meet program objectives; supervise determination of client eligibility for program participation; track and document program activities for reporting purposes to maximize program efficiency; report on all identified Wellness Center contract goals and objectives
- Assure Wellness Center participation in; or lead peer mental health awareness and improvement activities
- Supervise and direct Peer Recovery Coaches in developing informal needs assessments with Wellness Center member's participation in groups & classes and other services
- Educate and train peer recovery coaches to provide consumers with peer support and information related to wellness and recovery
- Support consumers and staff developing individual Wellness Recovery Action Plans
- Educate consumers and family members about recovery and available services; train staff about consumer and family-driven mental health care
- Assist the peer recovery coaches in developing consumer opportunities for participation in recreational activities
- Recruit, train and oversee volunteers to work in the program; provide orientation for employees and/or volunteers
- Plan, schedule and lead staff meetings and trainings
- Attend and participate in SJCBS Consortium meetings and mandatory trainings as necessary
- Investigate and document complaints, and inform users of any applicable appeal process; monitor staff performance to assure that the program is operating properly; develop and coordinate meetings and workshops to inform and educate the public of program availability
- Develop outreach to consumer populations throughout San Joaquin Co., working with SJCBS 24 hours services and adult outpatient services
- Other duties as assigned

Qualifications:

- Experience as a mental health consumer
- Experience (minimum two years) in program development and supervision
- Competent in use of computers, including Word, Excel, PowerPoint and Outlook
- Knowledgeable about mental health treatments and recovery models
- General knowledge of available community resources
- Experience in working successfully with community and governmental social services
- Ability to clearly communicate orally and in writing, including using computers
- Ability to maintain accurate records
- Reliable transportation and appropriate insurance