



**Waterville Peer Recovery Center
Employment Opportunity**

Position	Support & Activities Coordinator		
Reports to	Center Manager		
Position Type	Part-time (20 hours)	Salary	\$14/hour
To Apply:	Send cover letter and resume via email to Elaine Ecker, Manager, eecker@namimaine.org .		

Job Description & Requirements

Job Summary

The Support & Activities Coordinator is a part-time integrated peer support position, tasked with supporting participants, other staff, and volunteers in the operation of a peer-run recovery center for people living with serious mental health and substance use challenges in the greater Waterville area. The Support & Activities Coordinator provides direct services through individual and group support, co-leading educational classes, organizing activities, and facilitating linkages for participants with community resources and other programs and supports.

Essential Functions and Responsibilities

- Contribute to an uplifting environment of acceptance and nonjudgment, recovery and resilience, learning and growth, voice and choice, kindness and respect, and personal empowerment and accountability.
- Assist in the delivery of ongoing programming and activities that engage, educate, and offer support and assistance to people in achieving their recovery/wellness and vocational goals.
- Promote participation in Center and community classes, groups, and activities.
- Model and consistently practice Intentional Peer Support, interacting with participants to develop mutually-responsible relationships, avoiding the “helper/helpee” dynamic.
- Encourage participant engagement in self-directed recovery strategies and goals, groups and classes of their choice, and other activities and opportunities available in the Center
- Provide individual peer support, both informally and by appointment, as available.
- Co-facilitate or co-guide classes and structured support groups.
- Utilize structures for the inclusion of participant voice into Center planning and day-to-day activities.
- Contribute to quality assurance and outcome measurements through gathering and recording applicable participant data into appropriate spreadsheets and/or databases.
- Comply with applicable NAMI Maine and Center policies, with special attention to confidentiality and HIPAA compliance related to participant information.

- Actively participate in supervision with direct supervisor and achieve personal and/or professional goals as negotiated.
- Maintain certification in Intentional Peer Support, attending required co-reflection, continuing education, and fidelity reviews.
- Other duties as assigned.

Qualifications: Knowledge, Skills, Abilities

- Open identification as a person living with mental health and/or substance use challenges in active recovery, with demonstrated wellness and self-care strategies.
- Certified Intentional Peer Support Specialist (CIPSS) credential required. (Provisional certification and one year of related experience may meet this requirement for the first six months of employment, after which full certification must be completed and maintained.)
- Ability to manage group activities to help create a robust recovery-oriented recovery center.
- Good communication skills and an ability to establish rapport with participants, staff, and community resource providers is essential.
- Demonstrates strengths-based approach to problem-solving and focuses on learning and ‘moving towards’ desired outcomes.
- Computer and technology proficiency required using Microsoft Office and Outlook email.
- Ability to establish and maintain effective working relationships with volunteers, fellow workers, supervisors, and community members.
- Complete trainings in First Aid, CPR, and Blood-Borne Pathogens within six months of hire.

Physical Effort/ Environment

Structured social drop-in center and open office environments. Position involves some sitting, although frequent movement is routine and necessary. Walking, standing, bending, and twisting required. Computer usage with some repetitive motion is expected. May involve some lifting, though not a requirement. This position may involve some evening work. Occasional travel for trainings, meetings, and activities is required.