



Alaska Mental Health Consumer's Web

1248 Gambell Street
Anchorage, AK 99501

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Program Coordinator

POSITION PURPOSE

The purpose of the Peer Program Coordinator is to perform routine administrative duties and limited supervisory duties that support the Executive Director at the Alaska Mental Health Consumer Web. When the Executive Director is away, the Peer Program Coordinator assumes operational duties and responsibilities as directed by Executive Director. The Peer Program Coordinator is supervised by the Executive Director.

QUALITIES DESIRED IN THIS POSITION

- Desire to learn and support the mission of the Web.
- A willingness to uphold the values of the Web which include: safety, dignity, self-determination, personal responsibility, and empowerment.
- Dedication to and patience with individuals experiencing serious mental illness, substance abuse addiction, homelessness, and an array of other life issues.
- Ability to work in a team and apply problem-solving skills to find solutions for operational challenges.
- Strong communication skills across various groups, including participants, volunteers, fellow staff, and the general public.
- Strong leadership skills.

DUTIES

- Provide staff and volunteers with mentorship while being present in the program throughout shift
- Lead peer staff trainings
- Oversee new and existing program activities
- Interacts professionally and confidentially with the Peer Team
- Assist the Executive Director with recruitment and training of Peer Staff
- Work collaboratively with Peer Staff assisting Web participants with linkage and referral as needed



- Serve as the agency representative in the professional community as assigned by the Executive Director
- Research, collect, and compile data: prepare monthly, quarterly, annual and special reports
- Works with the Executive Director and his/her designee in the coordination of special projects, keeping track of status/progress and meeting time lines
- Serve as site supervisor for interns and completed needed progress reports for each intern
- Understands and oversees the front service desk- assisting, as needed, with the maintenance of participant information including data entry of demographic data, daily census, records of daily programs, and compiling monthly, quarterly, annual and special reports
- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education Applicants must be 18 years or older.
Associates degree or higher from an accredited college or university and two years' experience.
One year of documented supervisory experience required.

Experience Applicant must have prior experience working with the Peer Support Movement. Prior lived experience is preferred.
Must have completed WRAP or be able to complete WRAP training by the 1 first year of employment.

Additional Requirements

Must pass State of Alaska Background check

Driver's License Required & Clean Driving Record

Obtain CPR First Aid certification within 6 months



KNOWLEDGE, SKILLS, & ABILITIES

- An understanding of consumer directed services.
- Knowledge in the area of mental health and addictions recovery.
- An understanding of conflict resolution and crisis management.
- Knowledge of and ability to work with an array of community resources including: transitional housing, permanent housing, reentry services, and mental health & addictions treatment.
- Strong oral and written communication skills are essential, as are critical thinking, problem solving and attentiveness to detail while maintaining confidentiality.
- Must display proficiency with MS Office software and intermediate general computer skills.
- Ability to function with minimal supervision.
- Ability to work in a fast paced environment.
- An ability to work independently and as part of the team.
- Successful applicants must be able to complete assignments accurately within established timeframes.

PHYSICAL DEMANDS

Physical Effort Work requires computer input and the ability to lift 25 lbs.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Scheduling flexibility is required to accommodate changing Web needs.

The Consumer Web is an Equal Employment Opportunity Employer