

AmeriCorps Position Description

Position Title Peer Support Coordinator (Adults).

Project Host Site: Douglas County Mental Health. www.co.douglas.or.us/MH

UCAN Mission: This position is in partnership with the United Community Action Network (UCAN). UCAN's mission is: Creating solutions to Poverty, Improving Lives in Our Community. www.ucanap.org

Project Location: Fowler Peer Support Program: 337 SE Fowler Street, Roseburg, OR 97470

Position Summary: Peer Support Coordinator (PSC) will work directly with persons with mental illness to assist people in creating solutions. Work will support Fowler House members (peers) in development of a program that promotes peer initiative, community outreach, increased communication, problem-solving skills, peer support, increased participation, reduction of barriers, and volunteer opportunities. Peer Support Coordinator will work directly with peers and Douglas County Mental Health (DCMH) staff in efforts to expand the Fowler Peer Support Program program and in support of current, on-going activities. Peer Support Coordinator will work to create opportunities for peers to fully participate, develop new skills, access community resources, create belonging and ownership, and create activities that support wellness and stability.

Essential Responsibilities (to include, but not limited to):

- Facilitate and coordinate peer support training through group skills training and other activities.
- Facilitate the development of peer run groups in collaboration with Fowler House peers.
- Assist in problem-solving and planning to support on-going activities and facilities.
- Assist peers in the continued development of a Newsletter containing information regarding events and community resources to strengthen communication between peers; enabling peers to focus on strengths and successes.
- Assist with on-going assessment of peer program including identification of needs to make planning and problem-solving possible.
- Resource assessment and coordination.
- Assist with events planning in collaboration with Fowler House peers.
- Assist with reduction of barriers including those posed by transportation issues.
- When needed, assist with proposals and community negotiation.
- Document participation through attendance and performance measures (provided).
- Assist peers in accessing available resources within the community.
- Provide encouragement to Fowler House peers.
- Work directly with Fowler House staff to provide support to peers.
- Participate with peers during planned activities.
- Complete and submit all necessary UCAN/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all UCAN/AmeriCorps training and services requirements including orientation, training's, team meetings and national service days.
- Wear AmeriCorps apparel and/or appropriate identifiers while performing service or attending official events.

Marginal Responsibilities (to include, but not limited to):

- Transportation of peers in regard to planned activity.
- Preparation of a presentation highlighting program development and involvement.

Position Requirements:

- Understanding of ethics including confidentiality and its limits: Information provided.
- Strong organization skills.
- Works well with and in concert with a team approach.
- Responsible, reliable, consistent attendance.
- Respectful of others—observes client rights.
- Will submit to and pass drug screening.
- Current driver's license: Provide driver's record from DMV.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through UCAN and/or Project Host Site.
- Regular and reliable attendance.
- Have not previously served two terms in an AmeriCorps*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

Preferred Qualifications:

- Creative.
- Organized.
- Reliable/Responsible.
- Effective problem-solving skills.
- Able to identify and build on strengths.
- Willing to suspend stereotypes.
- A good sense of humor.
- High ethical standards.
- Able to set and maintain appropriate boundaries.
- Willingness to learn from staff and peers.
- Effective communication skills.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1036).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4725. The education award can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities

Transportation Information:

- Upon approval will drive county vehicle for direct service.
- Will be expected to drive a 15 passenger van in direct service: Training is available.

Application Deadline: On-going until filled.

Interviews: No set schedule. Open until filled.

Service Dates: Sept. 1, 2010 – July 29, 2011

Type of position: Full time

Length of Term: 1700 hours

How to apply:

Step 1 - Email your résumé and cover letter to the Project Host Site for this position – Barbara Farrand at bcfarran@co.douglas.or.us. Please include the names & contact information for three references. The Project Host Site will conduct all initial interviews and recommend a candidate for this position.

Step 2 - Complete Your Application Online:

1. The AmeriCorps national online application site is located at <https://my3.americorps.gov/mp/recruit/registration.do>.
2. UCAN will interview top applicants recommended by the Project Host Site.

Questions about the position? Contact: Barbara Farrand at bcfarran@co.douglas.or.us or 541-440-3532

Or

Contact Sarah Davis at United Communities AmeriCorps, sarah.davis@ucanap.org or at 541-492-3518.

UCA PERFORMANCE MEASURES (CONTINUED)

Performance Worksheet #2:

Human Needs-Other. Provide social support services for adults and at-risk youth such as mentoring, post-secondary preparation, housing, employment, healthcare, nutrition education, hunger, self-sufficiency, among other support.

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| <p>1a. Calculate the number of hours your member will spend providing social support services for at-risk youth and/or adults. Include time spent on planning, prepping, follow-up and related or corollary activities:</p> <p>1b. Calculate this as a percent of the member's total 900/1700 hours:</p> | <p>Approximately 80 percent or more of the 1700 hours will be spent in direct service to peers at Fowler Peer Support Program.</p> | |
| <p>2. In one to two sentences, describe your member's specific role in providing social support services for at-risk youth and/or adults including planning, prepping, follow-up and related or corollary activities:</p> | <p>The positions will require that AmeriCorps volunteers work directly with staff and peers to assist in development and expansion of program by promoting increased participation and availability of peer support. AmeriCorps volunteer will directly assist with assessment, planning, implementation of peer training and development of groups and other activities that support stability, independence, competence, and recovery.</p> | |
| <p>3. Target number of non-duplicated at-risk youth and/or adults served:</p> | <p>Approximately 60 with the hope of increasing the number of peers, activities and opportunities available and participated in during term of service.</p> | |
| <p>4. What tool or tools will you use to track this?</p> | <p>Attendance sheets; documentation in regards to participation in specific activities; graphs.</p> | |

Please note: you will be asked to submit a tracking form in addition to other reports at the end of the service year indicating whether your member's efforts support increased your capacity to provide critical social support services to young people, the ability of your young clients to access social support services available in the community or through your organization, and/or the number of at-risk youth and/or adults you are able to serve.