

Position Title: R Place Program Coordinator

Location: R Place Peer Recovery Center (702 S. Gilbert St., Suite 111, Iowa City, Iowa 52240)

Specs: Full time, starting wage based on experience

Reports to: NAMI Johnson County Executive Director

Administrative Hours: 9:00am to 1:00pm, Monday through Friday

Center Supervision Hours: 1:00pm to 5:00pm, Monday through Friday (in person)

R Place is a fun, non-judgmental place for people living with mental health conditions to form a community, learn, socialize, and work on their individual journey of recovery. R Place opened in 2014 as a program of NAMIJC. R Place strives to provide a safe space where individuals can participate in recovery, rest, renewal, recreation, and relationships. The Program Coordinator will oversee, in cooperation with a staff Peer Support Specialists (PSS), all aspects of the center during its hours of operation, and maintain and develop its programming.

Responsibilities and Duties:

- Provide a warm and welcoming environment by developing authentic peer-to-peer relationships with current peer clients and new participants.
- Responsible for the design, development, and coordination of R Place's in-person recovery wellness center programming.
- Oversee a staff of PSSs, interns, and volunteers to provide peer support to peer clients at all stages of the recovery journey.
- Coordinate the PSS staff schedule and evaluations with PSS staff.
- Keep records of attendance and demographics, reporting data to funders.
- Monitor supplies for R Place and order replacements as necessary.
- Perform appropriate implementation of de-escalation skills in occasional crisis situations.
- Maintain agency communication through the development and dissemination of outreach materials, calendars, and newsletters.
- Communicate with peer clients via phone, Unite Us client portal, and email to provide peer support and resource navigation.
- Maintain confidential documentation of peer clients interactions in Unite Us.
- Identify and facilitate referrals to community resources that support the goals and interests of peer clients.
- Develop relationships with community groups and agencies and collaborate with other PSSs across agencies.
- Participate in continuing education opportunities for personal skill development.
- Present information with colleagues to funders about NAMIJC services.
- May perform other duties as assigned.

Skills Required:

The person in this position must be able to:

- remain in a stationary position a minimum of 50% of the time.
- occasionally move about inside the center to access file cabinets, storage closets, etc.
- operate a computer and other office productivity electronics, such as a copy machine, printer, telephone, etc.

- frequently communicate with staff, volunteers, and peer clients, exchanging accurate information regarding community resources and NAMIJC events and services.

Experience Requirements:

- Living in recovery from a mental health condition, and willingness to be trained as a Peer Support Specialist within 6 months of hire.
- Associate's degree preferred, or combination of education and experience.
- Experience in supervision, facilitating programs, or other relevant leadership experience.
- Experience working with data collection and administration.
- Excellent interpersonal and communication skills.
- Excellent organizational skills and the ability to work in a self-directed manner.
- Basic computer skills, including Google Workspace and Zoom.

Desirable Qualifications:

- Experience in managing staff, interns, and/or volunteers.
- Experience with crisis de-escalation.
- Experience with direct support of individuals with mental health conditions.
- Experience with group facilitation and public speaking.
- Experience with designing and implementing programming for groups.
- Mental Health First Aid or equivalent mental health training and/or education.
- Knowledge of the Iowa Peer Support Scope of Practice.
- Knowledge of HIPAA and managing confidential client records.
- Familiarity with National Alliance on Mental Illness (NAMI) programs and services.
- Up-to-date understanding of community resources in Johnson County.

Important Notes:

- This position is grant-funded and the continuity of employment is contingent upon the renewal of the grant funding. If grant funding becomes no longer available, the position will end.
- NAMIJC is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, sexual orientation, gender identity and expressions, national origin, disability, genetic information, or any other applicable status protected by state or local law.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time: This job description is subject to change at any time.

We will be accepting applications from 7.1.2024 to 7.19.2024

Please send cover letter and resume to Mary Issah @ mary.issah@namijc.org