

# **NYC DOHMH**

## **Office of Consumer Affairs**

### **Peer Support Workforce Coordinator**

#### **Role Description**

The New York City Department of Health and Mental Hygiene, Division of Mental Hygiene seeks a Peer Support Workforce Coordinator for its Office of Consumer Affairs (OCA) . The Office of Consumer Affairs (OCA) provides the consumer/peer perspective to inform the Division's work in mental health, substance use and developmental disabilities. The Peer Support Workforce Coordinator will be instrumental in developing, implementing and sustaining activities that promote the continued expansion and integration of the NYC peer support workforce. The Coordinator will support and lead efforts with existing community organizations committed to addressing individual and employer needs across a variety of peer support roles. Family Advocates, Youth Advocates, Community Health Workers, Recovery Advocates and Peers Specialists working in the mental health and substance use communities are the primary focus of the coordinator's activities.

#### **POSITION OVERVIEW**

Coordinators' knowledge, skills and experience will inform activities in the following areas:

- Support the expansion and development of infrastructures to promote the peer support workforce
- Lead peer workforce innovation and development activities
- Represent the views and values of DOHMH in local, statewide and national forums, conferences and workshops
- Coordinate professional development events for the peer support workforce community
- Develop comprehensive project plans to be shared with leadership
- Reports directly to the Director of the Office of Consumer Affairs

#### **RESPONSIBILITIES**

- Regularly review progress towards objectives, and evaluate selected tasks, activities and project goals within this framework
- Prepare and edit reports to DOHMH leadership on coordinator's activities
- Engage stakeholders, gather, and incorporate feedback to address needs, challenges, or other considerations related to peer workforce implementation and oversight planning

- Track project performance, specifically to analyze the successful completion of short- and long-term goals
- Deliver public presentations and organize outreach efforts to promote the work of the DOHMH peer workforce initiatives
- Provide ongoing strategic direction as key issues arise in stakeholder meetings and working groups and make recommendations to DOHMH leadership on how to address them
- Develop a strategic plan to support the uptake of tools and resources developed by the Consortium
- Engage stakeholders, gather, and incorporate feedback to address any needs, challenges, or other considerations related to the implementation and oversight plan
- Engage local, regional, state, and national agencies; educational institutions; nonprofit organizations; and private sector business interests for program development and technical assistant opportunities
- Report directly to the Director of the Office of Consumer Affairs
- Coordinate professional development events for the peer support workforce community
- Represent the views and values of DOHMH in local, statewide and national forums, conferences and workshops

### **QUALIFICATIONS**

The successful candidate will have demonstrated competence/experience in advocacy, community engagement, and in project coordination and management. (S)he will hold advanced interpersonal skills, will display clear and coherent verbal and written communication, and will exhibit a strong ability to develop and deliver presentations (use of PowerPoint) to large audiences. The candidate must be detail-oriented and manage multiple assignments in a fast-paced environment, with the ability to work both independently and collaboratively. Candidate should demonstrate project management skills, including the ability to establish and meet project timelines. (S)he will have a working knowledge of the NYC peer support workforce community.

### **Preferred Skills:**

- Survey Software experience i.e. Qualtrics, Survey Monkey
- Data analysis experience i.e. SPSS, SAS

**Minimum Requirements:**

A baccalaureate degree from an accredited college or university or equivalent life experience  
Excellent administrative skills and proficiency in Microsoft Office, TEAMS, ZOOM and Survey Monkey  
Strong understanding of issues related to peer support workers in public health systems  
Demonstrated experience working with community partners and stakeholders  
Strong communication skills (written and verbal)

**Preferred requirements:**

1. Lived experience with mental health and/or substance use services and will possess, at a minimum, a bachelor's degree or equivalent experience in the mental hygiene or social service fields; **or**
2. Excellent administrative skills including secretariat experience and proficient in using Microsoft Office
3. Credential as a peer support worker
4. A Master's degree of at least 30 graduate semester credits from an accredited university in psychology, sociology, anthropology, public health, special education, psychiatric nursing, counseling, human services, health, rehabilitation, public administration, or business administration, **and** two years of experience as described above.

**SALARY AND BENEFITS**

Vibrant Emotional Health offers a comprehensive benefits package. The salary range for this position is commensurate with experience, \$ 65,000-\$75,000

Candidates must meet NYC DOHMH eligibility requirements including NYC residency.

To apply for this position, go to [www.vibrant.org](http://www.vibrant.org) and click "Work for Us".  
Submit your resume, with cover letter, including how your experience relates to this position.

*The Peer Support Workforce Coordinator will be an employee of Vibrant Emotional Health -Mental Health Association of New York City, Inc. The Department of Health and Mental Hygiene and the Mental Health Association of NYC / Vibrant Emotional Health, Inc. are equal opportunity employers.*