

## PEER PROGRAM COORDINATOR

**Reports to:** CalMHS Program Director

**Supervises:** None

**Division:** Program

The Peer Program Coordinator provides overall policy, organizational, and practice-level expertise. This individual will provide guidance to the California Mental Health Service Authority (CalMHS), assuring overall projects and programs align with the interests and needs of the diverse consumer population represented by participating counties. The Coordinator creates and maintains collaborative partnerships with local county leadership, implementation teams, local and state Peer organizations, local and state advocacy organizations, the State Mental Health Services Oversight and Accountability Commission (MHSOAC), and other state system partners. This individual is responsible for assuring CalMHS is responsive to and informed by the voice, strengths, and preferences of the Peer Community. The Coordinator also

The following is intended to describe the general nature and level of work being performed. This is not an exhaustive list of all responsibilities, duties, and skills required of the person holding this position. These responsibilities are subject to change with or without notice based on needs. CalMHS is committed to providing staff with a comfortable work environment that enables its employees to work to the best of their abilities.

### **A. PRINCIPAL DUTIES AND RESPONSIBILITIES**

The employee shall be asked to fulfill all of the following essential functions:

- Support Program Director and Management Team on project matters, including but not limited to, stakeholder correspondence, presentation preparation, calendaring, travel planning, event planning, board reports, program related committees and taskforces.
- Works collaboratively with staff to develop and complete writing assignments, such as meeting staff reports, presentations, program reports, meeting agendas, minutes, etc.
- Provides Technical Assistance/consultation to Cities/Counties on their Peer activities and integration into program/project activities.

- Leads and organizes monthly project Peer calls.
- Assists on all CalMHSA events, including but not limited to; board meetings, strategic planning and taskforces.
- Participates in meetings as related to special assignments.
- Maintains a master calendar of related milestones, national conferences and others, research and publications, and other related events.
- Project management – managing meetings and activities.
- Support activities related to dissemination of information, preparation of marketing materials, scheduling and calendaring.
- Assembles, manipulates, and analyzes data from various sources and assists with research and data analysis on topics related to CalMHSA initiatives.
- Other duties as assigned.

## **B. EDUCATION/EXPERIENCE/TRAINING**

- A bachelor's degree in healthcare administration, health/mental health service delivery, organizational development, or related field, or equivalent experience.
- Must be 1) a person with lived experience as current or past consumer of mental health or co-occurring behavioral health services or 2) a family member of a person with lived experience or 3) parent of a person with lived experience.
- Seven to 10 years leadership experience in working in Peer-run, Peer advocacy, and/or Peer education and support services.
- Program and project management experience.
- Excellent speaking and writing skills.
- Excellent collaboration and team-focused skills and experience.

## **C. KNOWLEDGE, SKILLS, AND ABILITIES**

- Attend to detail and error-free work.
- Competent performance of job duties outlined in this job description.
- Dedicated to providing excellent customer services to all Members, Partners, contractors, and employees.
- Follow and implement CalMHSA policies and procedures.
- Demonstrate dedication to performing all required tasks and duties with ethics and integrity providing exceptional service while maintaining healthy collaborative relationships with clients and staff.
- Identify opportunities for improvement and makes constructive suggestions for change.



- Demonstrate a willingness to learn and attempt to perform tasks not specifically addressed in this job description.
- Ability to answer inquiries in a knowledgeable and professional manner.
- Ability to take and follow directions from multiple people.
- Ability to meet the time demands associated with working with multiple people.
- An intermediate to advanced knowledge of Microsoft Office Suite (Microsoft 360).
- Professional written and verbal communication and interpersonal skills.
- Ability to multi-task and change directions quickly.
- Ability to work effectively in a fast-paced office environment.
- Ability to define and communicate expectations.
- Ability to function as part of a team.
- Dedication to performing all required tasks and duties while maintaining the highest level of integrity, providing exceptional service, and maintaining healthy relationships with clients and coworkers.

#### **D. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Sit for long periods of time.
- Normal physical strength and ability to lift and maneuver routine office materials, equipment and tools.
- Lift and/or move boxes up to 25 pounds.
- Normal hand, finger, and eye coordination and dexterity.
- Normal ability to stoop, kneel, and crouch.
- Normal physical mobility, which includes movement from place-to-place on the job taking distance and speed into account.
- Mental effort:
  - Normal concentration/intensity.
  - Normal memory, taking into consideration the amount and type of information.
  - Normal complexity of decision making.
  - Normal time pressure of decision making.

#### **E. COMPENSATION**

Final salary is based on the employee's performance review results, benchmarking data, and analysis of the most current salary surveys.

This position is classified under the Fair Labor Standards Act (FLSA) as:

Full-time (>32 hrs/wk) Part-time



Exempt Non-Exempt

Salary Hourly

CalMHSA has developed a comprehensive set of employee benefit programs to supplement employees' regular wages. The benefits represent a hidden value of additional income. The CalMHSA *Employee Handbook* describes the current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions for specific details of the benefit plan.

CalMHSA reserves the right to modify and/or terminate its benefits at any time.

#### **F. IT CLASSIFICATION**

CalMHSA assigns equipment based on each position's role and responsibilities. The equipment listed for each classification below is only provided as an example of what is typically assigned; CalMHSA may choose at any time to vary assigned equipment based on additional needs of the employee or position. Any variations must be vetted and approved by the Finance and HR departments.

#### **G. ADDITIONAL REQUIREMENTS OF THIS POSITION**

- Travel, outside of the greater Sacramento area, if any, should be infrequent.
- Working nights, weekends or holidays may be required/necessary.
- The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

