| **Job Details**   * $15-17 / hour, 25-28hrs / week, part-time   (+ mileage reimbursed)   * M-Th ~8:30a-3:30p | **Employment Type**   * Hourly; Flexible Hours; Part-Time; Short-term (90 days) * Potential to transition from hourly to salary with the following benefits:   + 1 paid self-care day per month   + Healthcare supplement |
| --- | --- |
| **Industry**   * Mental Health; Substance Abuse Prevention | **Job Type**   * Coach / Mentor; Manager |

**Divas Who Win** is seeking a passionate and reliable Peer Coach to take ownership of our Freedom Center as Facilities Manager, part-time. There is nothing more rewarding than making a lasting change in someone's life, and this position is available now!

There is also much room for growth. Salary and benefits are available for well-performing, dependable team members after a 90-day evaluation period.

**Duties and Responsibilities**

* Coaching / Mentoring
  + 1:1 Coach / Mentor to support those in need
  + Inspire others by sharing your own story
  + Facilitate community-based peer support groups, 12-step meetings, and other recovery pathway groups
  + Embody our Code of Ethics & Core Values
  + Attend CARES Connects and meet CEUs, once CARES certified
* Teamwork
  + Build relationships with Department of Family and Children's Services (DFCS) and other social service agencies
  + Collaborate with supportive services staff to provide participants with basic resource navigation
  + Play a major role in transportation, outreach and scheduling
  + Regularly engage with participants and other community members in order to ensure we are meeting the needs of people who use substances in NEGA and constantly improve our services and level of care
  + Participate in staff, community and program meetings
  + Respond as needed to referrals from community stakeholders
  + Work regularly with law enforcement and community partners
  + Give project presentations to the community
* Facilities Management
  + Take charge of our Freedom Center by maintaining and enhancing the facility’s appearance and major functions day-to-day
* Administrative
  + Report directly to Senior Peer Coach, Program Director or Executive Director
  + Submit daily reports to supervisor
  + Collect, date, and complete reports in a timely manner
  + Prepare and assemble marketing packages
  + Maintain and update Peer Employment Board and Resource Database
  + Prepare meeting rooms (coffee, chairs, materials, etc.)
  + Maintain and keep multi-suite units equipped with appropriate materials for coaching
  + Clean facility daily
  + Receipt & money-tracking
* Learning & Development
  + Participate in 90-minute meetings every Wednesday to set individual, 6-week goals that support our company’s overall mission
  + Receive training in PCOMS / ORS / RRS within 60 days of hire
  + Participate in regular clinical supervision

**Minimum Requirements**

* Publicly self-identify as a Peer from a mental health, substance use or addiction diagnosis
* Passion for helping people
* Curiosity to explore new things, form new skills and meet new people
* Excited to contribute positively to our community
* Comfortable working with community stakeholders
* Comfortable occasionally working in a retail environment
* Comfortable offering childcare for brief periods only when absolutely necessary in order for another Peer Coach to provide mentoring to the parent (in case of emergencies only, not an official service offered by our organization)
* Basic understanding of: the role of Peer in behavioral health, Peer support / coaching, Wellness and Peer planning
* Excellent abilities in: communication, teamwork, team and relationship-building, mentoring
* Computer Skills: MS Office, Google Suite, video conferencing, and working knowledge of data tracking software (i.e. Google Sheets, Jotforms, PCOMS, RDP)
* Articulate, Takes Direction, Punctual, Proactive / Takes Initiative, Completes tasks as assigned
* High school diploma or GED
* Pass law enforcement background check and maintain access clearance
* Pass random drug and alcohol testing, including prior to employment
* Have 2+ years sobriety and maintain long-term stable recovery
* Able to obtain and maintain state certification
* Clean and valid driver’s licence
* Reliable transportation for job-related events (mileage reimbursed)
* Able to pass and maintain CARES certification within one year of hire

**Preferred**

* Access to high-speed internet away from the office

**About** [**Divas Who Win**](https://www.divaswhowin.org/)

Divas Who Win Freedom Center, founded by Executive Director Chanda Santana, offers women a chance to recover from hard experiences in a safe community environment. We believe women everywhere are hurting and alone, and we would like to change that by standing together through the grace of God.

Divas Who Win is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.