



Western Nevada

Job Description

Title: Hispanic Peer and Family Support Coordinator

Areas: Carson, Douglas, and Lyon County

Reports to: Executive Director

Type and hours: Contract position for 85-90 hours per month

Compensation: \$17.00/hour

Job Summary:

The Hispanic Peer and Family Support Coordinator is a pilot program funded through the Division of Public and Behavioral Health and focuses on Carson, Douglas and Lyon Counties. The Coordinator provides a wide range of supports to individuals and families impacted by mental illness including meeting one-on-one, organizing community events, representing peer and family voice with community partners and assistance navigating the mental health and social services. In working with the Hispanic population, the Coordinator will have a high degree of cultural awareness and sensitivity especially regarding the culture and mental illness.

Essential Duties and Responsibilities:

- Ensure timely completion of all required paperwork.
- Attend and positively participate in required meetings.
- Work with Education and Outreach Director and Executive Director to develop and support pilot program.
- Meet and interact with individuals and family members impacted by mental illness in the community, text, email or video conferencing to offer support and assistance.
- Utilize and teach problem solving techniques with individual and family members.
- Assist individuals and family members with access services needed.
- Support increased knowledge of and confidence in utilizing services and supports for those served.
- Recruit and assist with coordinating volunteers.
- Plan and implement community events as appropriate.
- Perform other duties as assigned.

Skills and Abilities:

- Ability to work effectively with peers, families and community partners.
- Ability to display a non-judgmental attitude.
- Knowledge of mental health, community and social service agencies.
- Ability to communicate clearly and concisely both orally and in writing.
- Proven ability to accomplish tasks in a timely and proficient manner.
- Ability to effectively interact with peers and families with diverse ethnic backgrounds, religious views, cultural backgrounds, life-styles and sexual orientations and treat each individual with respect and dignity.
- Willing to work flexible hours as necessary.
- Ability to work independently.
- Ability to support individuals and families who are in an emotional situation.
- Knowledge of programs such as Word and Excel.
- Knowledge of text, email and video conferencing.
- Ability to maintain confidentiality.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this position, the contractor is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The contractor is occasionally required to walk and reach with hands and arms. The contractor will occasionally lift and/or move 15 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. The contractor would need to be able to drive to and from meetings.

Qualifications:

- Be an individual in recovery or family member of an individual living with mental illness.
- Requires fluent bilingual English/Spanish orally and written.
- Have personal, lived experience with the Hispanic culture.
- Have dependable transportation.

How to apply:

Please send cover letter and current resume to laura.namiwnv@gmail.com not later than January 19, 2017 at 5:00pm. No phone calls please.