

**Wisconsin Milkweed Alliance, Inc.
Job Description**

Program: Monarch House Peer Run Respite

Position: Program Coordinator

Reports To: Executive Director

Job Overview: The Program Coordinator is a key member of the Wisconsin Milkweed Alliance, Inc. (WIMA) leadership team and ensures that the respite program runs smoothly day-to-day. The Program Coordinator maintains required documentation and records at the respite and analyzes the data collected. The Program Coordinator provides supervision to peer supporters, provides second person coverage and on-call coverage as needed, and assists the Executive Director with overseeing the respite program.

Key Responsibilities

Contract Management

Develop and maintain a rich and high-quality program consistent with the values of Intentional Peer Support and PRRs

Supervision

Assist ED with hiring and providing oversight of peer supporters, including facilitating monthly supervision meetings

Attend/facilitate weekly leadership team meetings

Attend/facilitate monthly team meetings

Documentation and Record Keeping

Ensure that all necessary forms are completed and data is tracked

Compile the data and submit monthly and quarterly reports to ED

Assist ED with completing quarterly and annual performance reports

Call or email former guests to complete follow-up surveys

Enter data from departure and follow-up surveys into Survey Monkey

Ensure that warm line calls are properly logged

Review Shift Checklists completed by peer supporters at the end of each shift

Prepare welcome packets

Daily Operations

Provide a welcoming environment for respite guests

Provide second-person coverage and back-up coverage as needed

Provide rotating on-call coverage

Approve expenses necessary for respite operations

Other duties as assigned

Qualifications: Must have lived experience with mental health and/or substance use challenges, and/or a background of trauma or other difficult life experiences. Must have and appreciate peer support values. Must align with organizational and program mission, vision, and values. Position demands excellent organizational and interpersonal skills.

Wisconsin Milkweed Alliance, Inc. (WIMA) recognizes that the advancement of its vision, mission, and core values is incomplete without explicitly acknowledging race equity as an organizational priority. WIMA strives to consider race equity, diversity, and inclusion in all of its decision-making processes, including its hiring. Therefore, WIMA actively seeks candidates who are members of historically marginalized and underrepresented groups.

Desired Qualifications: Fluency with Microsoft Office programs, Google Docs, social media and website platforms desired. Prior training in Intentional Peer Support, WRAP, eCPR, Hearing Voices Network, Alternatives to Suicide, and other peer-delivered supports a plus. Bilingual and/or sign language a plus. Experience supervising peer supporters a plus.

Status: Full-time, 32 hours/wk

Compensation: \$18/hour, health stipend equal to 15% of wages, PTO

To Apply: Please email a cover letter, resume, and your response to the following questions to the Executive Director at executivedirector@milkweedalliance.org.

1. How would you explain peer support and peer run respite to someone who has never heard of it before? (e.g. potential guests, social workers, police officers, counselors, etc)
2. What is your understanding of how peer run respites differ from more clinical or medical crisis intervention models?
3. What is your understanding of how the peer/CSX/recovery movement developed? Where do you see yourself within the movement?