Wisconsin Milkweed Alliance, Inc.
Job Description

Program: Monarch House Peer Run Respite
Position: Program Coordinator
Reports To: Executive Director

Overview: Wisconsin Milkweed Alliance (WIMA) is a non-profit organization based in Menomonie, WI. Its signature program is Monarch House Peer Run Respite, a short term, nonmedical, overnight support for individuals experiencing crisis or distress related to mental health or substance use challenges. WIMA is a peer-run organization, meaning that staff, volunteers, and board members all share lived experience related to mental health, substance use, trauma, or other life-interrupting challenges.

The Program Coordinator is a key member of the Wisconsin Milkweed Alliance (WIMA) leadership team and ensures that the peer run respite (PRR) 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 (ED) 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 team logs completed after shifts and follow up as needed
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
Create schedule for the respite
Approve timesheets
Approve expenses necessary for respite operations
Other duties as assigned

Qualifications: Position demands excellent organizational and interpersonal skills. 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.

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 salaried, 32-40 hours/wk
Compensation: $35,500/yearly salary, health stipend equal to 15% of wages, PTO
Anticipated start date: August 1, 2021

To Apply: Please email a cover letter, resume, and your responses to the following questions to info@milkweedalliance.org.

1. How would you explain peer support and/or 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?