

Peer Services Supervisor

SOAR Case Management Services Inc. (SOAR), is seeking an experienced, responsive, trauma informed full-time **Peer Services Supervisor** to join our team. We offer a casual and collaborative work environment nestled in Madison, WI. Your contributions will include:

- Coordinate and provide day-to-day direction of the Peer Support Services team for services the agency provides.
- Schedule and manage the team's work schedule.
- Review CPS notes for accuracy and compliance requirements.
- Support and assist in training new staff and assist to find training for CPS.
- Manage data entry of data points for Solstice House/Warm Line.
- Promote the services offered at Solstice House/Warm Line to potential guests and peers as well as outside organizations.
- Manage Recovery Dane referral process, quality assurance, and data/billing in partnership with Soar administrative support.
- Organize the Wellness Studio group schedule, send out invites for group meetings, and promote the activities to participants and outside organizations.
- Manage group guidelines and support structure to manage all participants' privacy.
- Actively participate as part of the SOAR Executive Team to infuse the organization with peer voice and expertise.
- Provide direct care support to CCS peers.
- Accurately complete all necessary daily documentation.
- Attend introductory meetings and team meetings with peers when requested by the peer.
- Sub for group leaders when needed.
- Lead, attend, and actively participate in all regularly scheduled meetings.

To be successful in this opportunity, you will need:

- High School Diploma or GED is preferred.
- Active State Certified Peer Specialist certification is required.
- Lived experience that allows the successful candidate to understand and relate to program participants.
- Demonstrated ability to provide supports in a social service setting is required.
- Demonstrated leadership ability in a social service setting is preferred.
- Demonstrated ability to communicate effectively (both orally and in writing).
- Demonstrated ability to work and lead a team in a multidisciplinary team with a positive attitude.
- Must possess a valid driver's license, insurance to meet state requirements, and access to a vehicle to use for work related purposes.
- Must be able to successfully pass a caregiver background check and DMV check at hire and annually thereafter in accordance with the state and local DHS requirements.

In exchange for your talents, SOAR offers competitive pay (\$45,760 annually) and benefits. We offer a full benefit package including:

- Paid Time Off
- Health, Dental, Vision Insurance
- Company Paid Life, STD, & LTD

- GAP Insurance
- 401k

Please share your resume with us at soarhr@soarcms.org, we look forward to hearing from you!

SOAR Case Management Services is an Equal Opportunity/Affirmative Action Employer.