



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

**Program:** Monarch House Peer Run Respite

**Position:** Fill-In Peer Supporter

**Reports To:** Program Coordinator, Executive Director

**Job Overview:** Fill-in peer supporters provide trauma-sensitive direct peer support to individuals who stay at Monarch House Peer Run Respite. Fill-in peer supporters complete necessary documentation and maintain the cleanliness and safety of the respite environment by completing chores and cleaning tasks. Fill-in peer supporters provide over-the-phone peer support to individuals who utilize Monarch House warm line. Fill-in peer supporters collaborate with colleagues to ensure that the vision, mission, and core values of Wisconsin Milkweed Alliance, Inc (WIMA) are carried out.

**Key Responsibilities:**

- Provide peer support to guests staying at the respite
- Provide fill-in coverage at the respite in case of emergencies so that the respite is staffed 24/7. This may include occasional overnight shifts
- Have potential guest conversations with individuals interested in staying at the respite
- Welcome and complete paperwork with arriving guests
- Complete departure surveys and checklists when guests leave
- Provide peer support through warm line calls and document calls in warm line log
- Complete daily, weekly, and monthly cleaning tasks
- Ensure respite environment is emotionally and physically safe
- Maintain communication with and seek supervision from with WIMA leadership team, which includes Financial Manager, Program Coordinator, Community Coordinator, and Executive Director. This includes regularly checking and responding to email communication
- Attend required and optional trainings including Intentional Peer Support, WRAP, and eCPR
- Join WIMA committee(s) and participate in committee activities that further the mission, vision, and core values of the organization
- Attend required monthly team meetings and monthly supervision meetings
- Other duties as assigned

**Qualifications:** 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.**



At least 18 years of age. Must have lived experience with mental health and/or substance use challenges, and/or a background of trauma or other challenging life experiences. Must have and appreciate peer support values. Must align with WIMA's mission, vision, and values. Must have excellent interpersonal skills. Basic computer and phone skills needed (email, Microsoft Word or similar programs, smartphone use). Must be willing and able to work occasional overnight shifts.

**Desired Qualifications:** Prior training in Intentional Peer Support, WRAP, eCPR, Hearing Voices Network, Alternatives to Suicide, and other peer-delivered supports a plus. Bilingual (Hmong, Spanish) and/or sign language a plus.

**Status:** Part-time, up to 30 hours/week

**Compensation:** \$15/hour between 7:00 AM-11:00 PM, \$16/hour between 11: 00 PM-7:00 AM

**To Apply:** Submit a cover letter describing why you are interested in the role and what relevant skills you have, along with a resume to [info@milkweedalliance.org](mailto:info@milkweedalliance.org).