



Provider Position Description

JOB ROLE: Independent Contractor – Peer Support or Mentor

As a self-employed member of the At The Roots LLC team, providers guide program participants in choosing, obtaining, and keeping healthy lifestyle goals while modeling recovery, healthy boundaries, and relationships. This support is provided through various state and county-level programs for children and adults with mental health, trauma, and substance use backgrounds as well as through direct pay options (optional for providers) and employment settings.

At The Roots LLC is committed to providing opportunities for empowered, meaningful work that holds space for independence, personal needs, and growth.

We strive to provide a living wage to our providers and staff. And we are dedicated to the creation and cultivation of an environment that is pro-rest, embraces individuality, and is driven to make the world a better place.

All providers set their own schedules and choose a number of hours that feels right for their needs (above the 20 hours a month minimum), and geographical area of service.

Our contracted providers are paid monthly at \$45/billable hour as funds are received from the state/county in which they provide services. Due to the pay schedule of our county partners, all contractors typically receive payment for their invoiced services within 30-60 days from the end of the month in which they provided services.

CONTRACTOR DUTIES:

- Assist peers in identifying meaningful health and wellness-related goals and walking with them as they go through the process of reaching those goals.
- Empower and encourage participants to advocate for themselves.
- Share desired wellness and healthy lifestyle resources with consumers when asked.
- Use self-disclosure of lived experience when it would be helpful to the peer.
- Adhere to strict privacy and confidentiality rules at all times.
- Complete all necessary and required service documentation in compliance with state and quality assurance standards
- Meet all required note submission and invoicing deadlines

- Attend necessary meetings with service teams and internal teams
- Keep accurate records regarding service time, supervision, and continuing education
- Keep eligibility to provide services by meeting all training, continuing education, and documentation requirements
- Engage in regular communication with peers, management, and other providers as needed.
- Actively helping to promote and educate the community on peer support, mentoring, mental health, etc.
- Maintain self-care and personally defined recovery

REQUIRED SKILLS/ABILITIES

- Has lived experience with mental health challenges, substance use, and/or a history of trauma, incarceration, or institutionalization.
- Valid driver's license, good working personal vehicle, and insurance
- Comfortable expressing emotions and sitting with the emotions of others
- A deep passion for and desire to learn more about mental health challenges, substance use, and support
- Good interpersonal communication skills with an ability to adapt to the audience and situation
- Respectful, professional, and non-judgmental attitude
- Strong ability to establish and maintain healthy boundaries
- Experience participating in, facilitating, or developing wellness or recovery pathways, training, and/or support.
- Experience working with people from diverse backgrounds and an ongoing desire to develop cultural awareness
- Working knowledge of computers and smartphones
- Proficient in Microsoft Word/Excel and Google Docs/Sheets
- Functional understanding of email and appropriate written communication etiquette

EDUCATION/EXPERIENCE

Completion of certification, related education, or extensive experience in *one or more* of the following areas:

- Peer Support/Peer Mentoring

- [Curious Communities Training](#)
- WI Certified Peer Specialist
- Life/Health/Leadership Coaching
- Nutrition
- Yoga/Physical Fitness
- Meditation/Mindfulness practices
- Substance Use/AODA
- Wellness Recovery Action Plan
- Intentional Peer Support
- Emotional CPR
- Alternatives to Suicide
- Hearing Voices Network
- STAR Training
- Other related health and wellness recovery practices

ADDITIONAL REQUIREMENTS

- Must be willing to submit to and able to pass a caregiver background check as required by the State of WI.
- All providers are independent contractors and are thus responsible for their own continuing education, taxes, health insurance, car insurance, etc.
- Must provide proof of vehicle and professional liability insurance.
- Must be willing and able to provide letters of recommendation and proof of any/all certifications

Individuals from historically underrepresented and marginalized communities are strongly encouraged to apply.

Please send your resume and cover letter to joinourteam@attherootsllc.com.

You will receive an automatic reply with an additional form to fill out.