



NAMI DuPage is a local affiliate of NAMI (National Alliance on Mental Illness), serving all of DuPage County

Mission Statement

Our mission is to provide support, advocacy and education in order to improve the quality of life of individuals with mental illnesses and their families.

JOB DESCRIPTION

JOB TITLE: Director of Peer Support Services

JOB IDENTIFICATION:

Department: Support Services Department

Job Code: 25-30 hours

Location: NAMI DuPage, The Community Center, 115 N County Farm Road, Wheaton, IL

Reports to: Director of Programs

Pay: To be determined based on experience

We are looking for a candidate who is passionate about the peer model of support for individuals living with a mental illness. This candidate will recruit, train and supervise peers as well as activities and services for individuals. These programs include peer counseling, support groups for individuals, peer support in hospital emergency departments, and the Living Room, an alternative to the emergency department for those experiencing heightened symptoms.

The ideal candidate will be energetic, organized, and compassionate. Those with personal experience with mental health conditions are strongly encouraged to apply for this position.

DUTIES AND RESPONSIBILITIES - Directly provide and/or ensure the following:

- Enthusiastic supporter/advocate of the peer model, and a commitment to recovery, choice, empowerment, and the ability of people with serious mental illness on the road to recovery
- Recruit, train and supervise Peers living with a mental health condition
- Undergo training as required by NAMI National, NAMI Illinois, and NAMI DuPage
- Serve on committees and attend meetings with other mental health providers and community leaders, as appropriate
- Be up to date on best practices and research on mental health issues, particularly as they relate to peer support programs and services
- Willingness to serve as a presenter at community events, staff trainings, NAMI conferences, etc.
- Manage one part-time program coordinator, peer counselors, and volunteers
- Sustain and grow capacity for activities and services for individuals with mental illness
- Participate in community events pertaining to mental health, including health fairs

- Assist in preparing and submitting grants for the program
- Assist in management of program and grant budgets
- Ensure proper data collection per NAMI DuPage procedures
- Ensure deliverables for each grant
- Prepare grant reports as required
- Oversee Living Room Program
- Oversee Support Groups for Individuals living with a Mental Illness, both onsite and offsite, including groups for individuals with a dual diagnosis, and groups for those experiencing homelessness
- Oversee Individual 1:1 Peer Counseling Services
- Amenable to program support and direction from supervisor
- Attend and participate in monthly all-staff meetings, monthly program leader meetings, other all-staff events, and fundraising events
- Maintain confidentiality of sensitive information and personal stories of speakers and clients
- Comply with NAMI DuPage Policies and Procedures
- Project a positive image of the Organization and its programs to the community
- Other duties as assigned

QUALIFICATIONS AND NECESSARY SKILLS:

- Excellent interpersonal skills in team management
- Leadership experience
- Experience in staff supervision
- Experience in motivating and empowering individuals to reach their full potential
- Must be able to work with diverse personalities and communication styles
- Team player and collaborator
- Excellent oral and written communication
- Organized: can prioritize and manage multiple projects
- Self-starter and reliable
- Has strong interest in lived experience of mental health
- Excellent computer skills, including Word, Excel and PowerPoint
- Have excellent problem-solving skills
- Conflict resolution training/experience a plus
- Valid driver's license, proof of insurance, and reliable transportation
- Minimum of a bachelor's degree in Human Services, Social Work, Psychology, or related field of study
- Certified Recovery Support Specialist (CRSS) certification a plus

To apply, send resume and cover letter to Meredith Kober, Director of Programs, at m.kober@namidupage.org. No phone calls please.

DISCLAIMER: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted, as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees, assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.