



PeerWellness

C O L L E C T I V E

Program Coordinator, Berkeley Drop-In Center (Full-Time) Berkeley, Alameda County

AGENCY OVERVIEW

Peer Wellness Collective, formerly known as Alameda County Network of Mental Health Clients, was created in 1988 to answer the call of people living with mental health challenges. Peer Wellness Collective was the first Peer-run organization of its kind in Alameda County, and has since been a leader and example of Peer support services. At the Peer Wellness Collective, we believe that Peers are experts by experience and that this lived experience is unique, valuable, and critical for sustainable wellness and recovery. We stand proudly by the slogan, We are who we serve. Peer Wellness Collective stays true to this motto by continuing to value lived experience just as much as academic and/or work experience. Today, all of our programs are staffed by experienced Peers, who share similar lived experiences of the participants they work with. The mission of the Peer Wellness Collective, as a BIPOC Peer-Led and operated Network, is to provide culturally responsive mental health services, specifically by and for folx historically underserved and/or inappropriately served in order to create a just, safe, and healthy community for all.

PROGRAM DESCRIPTION

The Berkeley Drop-in Center (BDIC) is a multi-purpose community center that provides a safe, informal place for people to engage in peer support, connect to community resources, utilize support groups, attend training/workshops, and socialize. Consumers can also receive basic drop-in services, and assistance in addressing basic life needs, i.e. obtaining food, shelter, and other essential needs. The BDIC is a safe space for folx accessing a large range of services from application support to crisis intervention. The BDIC also provides locker, mail, and payee services for folx with housing insecurity.

JOB DESCRIPTION

The Program Coordinator will report directly to the Program Manager of the Berkeley Drop-in Center. This role oversees the day-to-day operations of the Berkeley Drop-In center. This person will be responsible for opening and closing the program site each day. The Program Coordinator is responsible for creating the monthly activities calendar and special events, including holidays. This position will also be responsible for supervising the Volunteer Coordinator. The Program Coordinator oversees and monitors the Volunteer Coordinator to ensure all groups and activities on the monthly calendar will have adequate Volunteer leads. The Program Coordinator will also act as the point of contact for the membership council/committee, composed of dedicated participants of the Berkeley Drop-In Center, whom provide input and leadership on center activities.



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PRIMARY JOB DUTIES:

Supervision

- Conduct bi-weekly supervision with Volunteer Coordinator to ensure volunteers are receiving adequate professional development
- Act as point of contact for Member Council (when developed)
- Provide mentorship and training opportunities to Volunteer Coordinator

Program Coordination

- Supervise daily operations and provide floor management
- Must be able to deal with high stress situations, and be adaptable as situations arise
- Maintain Monthly activities calendar and ensure regular execution of events
- Collaborate with Communications Associate to create flyers and conduct outreach
- Collaborate with partner organizations for special events
- Lead a minimum of two special fundraising events per year
- Open and close program site

Organizational Skills

- Maintaining budget for all ongoing and special programming/events
- Requests supplies, as in line with the approved budget
- Maintain and organize all supplies needed for both ongoing and special programming/events
- Adhere to Communication and Branding guidelines

REQUIRED QUALIFICATIONS:

- Personal lived experience accessing mental health services and/or mental health recovery
- 4+ years of work experience in Peer Services
- 2+ years of work experience in a leadership role in behavioral health services
- 2+ years of Volunteer management
- 2+ years in training and professional development
- Proficiency in Microsoft Office, Google Suite, Canva, Mailchimp
- Graduate of a Peer Specialist Training program (ACAPS, BestNow!, Spirit, etc.)
- Experience with reporting standards, and ability and willingness to diligently capture data points
- Excellent verbal and written communication skills, and organizational skills including time management
- Ability to work in diverse and sometimes challenging situations while modeling personal recovery and wellness
- Knowledge of Consumer Movement, Peer Support, and familiarity with Alameda County mental health system and community-services



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It is a plus if you have:

- Ability to speak multiple languages / Bilingual
- A graduate of BestNow! Program
- Are WRAP certified

Additional Information:

Job Title: Program Coordinator

Program Name: Berkeley Drop-In Center

Type of Position: .875 FTE, 35 hours / week (M-F, 8:30 AM - 3:30 PM)

Salary: \$33 / hour

Benefits:

- Excellent health insurance including Kaiser Health and Vision, Delta Dental, and Landmark Chiropractic and Acupuncture coverage
- 10 paid holidays and 2 personal days
- Paid time off (PTO)
- Paid sick leave
- Life insurance
- Disability insurance
- Paid training and educational opportunities
- Access to Peer Support

THE PEER WELLNESS COLLECTIVE IS AN EQUAL OPPORTUNITY EMPLOYER