



# Military Veteran Peer Coordinator

**Job Code:** MVPC - 113  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$17.55 - \$28.71 Hourly  
\$1,404.00 - \$2,296.80 Biweekly  
\$36,501.00 - \$59,712.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to provide professional staff support to volunteers ensuring that SMVF (Service Members, Veterans, and their Families) involved with the MVPN program receive appropriate training in Peer-to-Peer engagement and support, volunteer training, and are provided with enough information regarding volunteer activities to remain engaged in their communities.

This class works under general supervision, independently developing work methods and sequences.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises volunteers and coordinates community interactions and resources.
- Initiates and enhances peer support groups related to behavioral health issues and community resource coordination related to basic needs, (i.e. food, shelter, clothing, health services and employment).
- Assists in maintaining effective working relationships with various agencies and individuals with the common goal of assisting veterans and their families.
- Conducts and engages in outreach at community events to recruit a diverse pool of SMVF Peer Volunteers.
- Schedules, organizes and facilitates annual community events, as identified needed each fiscal year.
- Coordinates schedule of community activities and events for Peer Volunteers.
- Coordinates locations for Peer Volunteer Peer-to-Peer group meetings.
- Engages with local community leaders to advocate for SMVF and develop partnership activities.
- Coordinates Peer Volunteer training opportunities.
- Performs other duties as assigned.

## **Minimum Education and Experience Requirements**

Requires Bachelor's Degree in Counseling, Psychology, Sociology, Public or Business Administration or related major supplemented by two (2) years of experience in community outreach programs or assistance programs or closely related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

## **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

## **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

## **Unavoidable Hazards (Work Environment)**

- None

## **Special Certifications and Licenses**

- Prefers military veteran.
- Requires MVPN Basic Training certification.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

## **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

## **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.