

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

**Program:** Peer Run Respite

**Position:** House Coordinator

**Reports To:** Executive Director and Program Director

**Job Overview:** The House Coordinator is a key member of the Monarch House Peer Run Respite leadership team. Primary responsibilities include providing leadership to peer supporters, providing second person coverage at the respite, maintaining the physical environment of the respite, and developing and maintaining relationships with the broader community. More information about Wisconsin Milkweed Alliance is at [milkweedalliance.org](http://milkweedalliance.org)

**Key Responsibilities**

**Contract Management**

Develop and maintain a rich and high-quality program consistent with the values of Intentional Peer Support and PRRs

**Supervision**

Assist PD with hiring and providing oversight of peer supporters

Attend weekly coordinator's meetings

Attend monthly team meetings

**Documentation and Record Keeping**

Maintain all purchase receipts and purchases spending log

**Daily Operations**

Provide a welcoming environment for respite guests

Provide second-person coverage and back-up coverage

Provide rotating on-call coverage

Ensure an attractive and safe respite environment

Identify and purchase household needs in the areas of: food, cleaning supplies, laundry supplies, office supplies, other household supplies

Complete regular maintenance and safety checks; ensure necessary maintenance and safety needs are met

Ensure a safe, attractive, and maintained outdoors (lawn care, snow removal, garden, etc.)

Compile and organize community resource materials

Compile and organize monthly calendar of community events and activities

**Outreach**

Distribute outreach materials throughout community

Build positive relationships with area businesses

**Qualifications:** Must have lived experience with mental health and/or substance use challenges, and/or a background of trauma or other difficult life experiences. Must have and appreciate peer support values. Must align with organizational and program mission, vision, and values. Position demands excellent organizational and interpersonal skills. Members of historically marginalized and oppressed groups encouraged to apply.

**Desired Qualifications:** Fluency with Microsoft Office programs, Google Docs, social media and website platforms desired. Prior training in Intentional Peer Support, WRAP, eCPR, Hearing Voices Network, Alternatives to Suicide, and other peer-delivered supports a plus. Bilingual and/or sign language a plus.

**Status:** Full-time, 32 hours/wk

**Compensation:** \$17/hr, health stipend equal to 15% of wages, PTO

**Start date:** December 2018. Must be available for training December 3-7 and December 11-14.

**To apply:** email a cover letter and resume to [victoria@milkweedconnections.com](mailto:victoria@milkweedconnections.com)