



## HIRING ANNOUNCEMENT

### **Title: Veteran Peer-Run Respite Project Manager**

**Position Summary:** Mental Health America of Wisconsin (MHA) is seeking a qualified candidate for the position of Project/House Manager for a Peer-Run Respite for Veterans (PRR-V). The PRR-V will provide peer support services to veterans who are experiencing increased mental health, behavioral health, or substance use symptoms in a safe and welcoming residential environment. The Project Manager will be responsible for supervising the daily operation of the PRR-V, for supporting staff in the provision of peer support services, and will ensure the collection of data necessary for outcome reporting. Due to funding restrictions from the Department of Health Services through the State of Wisconsin, only candidates with prior experience in the United States Armed Forces are eligible to apply. Candidates must also be an individual with lived experience of mental health or substance use challenges, and must be a Certified Peer Specialist through the State of Wisconsin or Department of Veterans Affairs, or able to obtain certification within 2 years of hiring.

The Project Manager is a full-time position, with most duties occurring in the residential facility where the PRR-V operates. The Project Manager reports to the Program Director of the PRR-V, is expected to maintain weekly updates regarding regular operations of the PRR-V, and collaborate with other PRR-V staff and its Advisory Council. The Project Manager is responsible for direct supervision of peer staff at the PRR-V, including handling scheduling, delegation of housekeeping, and maintaining a safe and welcoming environment for all potential guests and visitors of the PRR-V. The Project Manager is also expected to engage in continued professional development through webinars, trainings, and conferences, expenses to be covered by MHA. The Project Manager should be an individual with high levels of compassion and empathy while also demonstrating excellent organizational skills and the ability to coordinate multiple duties simultaneously. Successful candidates will also have knowledge of resources and social services programs available to veterans and their families to assist with developing referral process for guests.

**Time and Compensation:** The Project Manager is a full-time position, with duties estimated at approximately 35-40 hours per week. The Project Manager is a salaried position at \$40,000, plus benefits including healthcare and PTO.

**Essential Duties and Responsibilities:**

- Supervise and provide leadership to peer staff at the PRR-V.
- Maintain schedule and staffing levels of PRR-V to ensure a safe and welcoming environment.
- Demonstrated ability to work with autonomy utilizing exceptional critical thinking and problem-solving skills.
- Delegate maintenance and housekeeping duties to maintain a sanitary home for guests and visitors, including lawn/snow maintenance, stocking housekeeping essentials, and regular safety checks.
- Attend regular meetings with Program Director and Advisory Council to address operations of PRR-V.
- Represent PRR-V positively and constructively in community engagement and networking opportunities.
- Inspire capabilities of peer staff to engage with guests and maintain relationships to improve guest recovery outcomes and follow-up contacts.

**Qualifications and Skills:**

- Candidates must identify as a person with lived experience of mental health or substance use challenges, **and** must have served in the United States Armed Forces.
- Candidates must have strong understanding of recovery principles and if not already a Certified Peer Specialist with the State of WI or DVA, must be able to obtain certification within 2 years.
- Bachelor's Degree in relevant field, or equal professional experience, strongly preferred.
- Candidates must have the ability to work collaboratively with a range of personality types and build a team toward a shared goal.
- Candidates should project the values of recovery and recognize the importance of culturally appropriate, consumer-driven, trauma-informed care.
- Candidates must pass a caregiver background check.

Interested candidates may send applications (resume and cover letter) to:

Brian Michel, Director of Prevention Services  
Mental Health America of Wisconsin  
600 W. Virginia Street, Ste. 502  
Milwaukee, WI 53204

Applications may be sent electronically to [brian@mhawisconsin.org](mailto:brian@mhawisconsin.org). Please submit by 5/31/19.