



JOB DESCRIPTION

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| Job Title: Internship and Administrative Coordinator | | Department: Thrive at Work Peer Training | |
| Reports To: Coordinator | | Supervises: none | |
| Program/Department: Thrive at Work | | Work Site: 2 Washington St., New York, NY 10004 | |
| Program/Department Description: | | | |
| <p>The Thrive at Work Peer Specialist Training is a new program designed to train and graduate peers in preparation for participation in the mental health workforce in NYC. In collaboration with the Mayor's Office of NYC and the Department of Health and Mental Hygiene, Community Access will provide different tracks of training designed to meet the assessed level of competencies and needs of both working peer specialists and peers with little or no work experience. The goal of the training is to promote competency in peer specialist work, connect trainees to internships, job placement, and/ or workforce development opportunities. Thrive at Work also seeks to connect trainees to peer certification through the Academy of Peer Services through a curriculum that reflects certification requirements and facilitated support of the certification exam.</p> | | | |
| FTE: 24 Hours, pw | FLSA: Non-exempt | Revised: 06/30/2016 | Salary Band: D |
| HR Approval: | | Executive Manager Approval: | |

Overview

The Thrive at Work Peer Specialist Internship Coordinator will support students in one of the peer specialist training tracks in retaining and completing an internship. The Coordinator will work with each student to optimize internship placement and integration of workplace and classroom learning. The Coordinator will develop relationships with community partners to establish appropriate internship opportunities. The Coordinator provides technical assistance to internship sites as needed, as well as ongoing support to the trainee during the internship phase through a support group and individualized assistance. The Coordinator will also provide support to employers of trainees in the additional courses of study provided by the Training center through technical assistance and resources. The Coordinator will also be responsible for daily office management, including effective use of space and staff capacity, helping to locate, adapt, and make available training resources, and assist in the maintenance of documentation related to class activities and quality management.

Core Principles

The job responsibilities of all staff extend to understanding and incorporating certain principles into their work and into their relationships with program participants. These principles are:

- Program participants' right to self-determination;
- Respectful communication;
- Services that support recovery and healing consistent with and nurturing each participant's cultural background, experience, identity, and values.
- Clear professional boundaries to support the limits and possibilities of services.

Essential Job Functions

- Coordinate and manage internship placement and retention for up to fifty trainees.
- Develop and maintain relationships with community organizations to establish appropriate internship opportunities.
- Coordinate documentation of internship agreement between Training center, internship site, and student.
- Support students in classroom work and through a weekly internship support group that identifies and resolves workplace issues along with the students and with support from the Trainer and Assistant Trainer.
- Ensure that internships placement and support are effective and responsive to individual needs; implement practice improvement as necessary, in collaboration with the Coordinator.
- Work to address and resolve barriers to successful internships through promoting students in obtaining workplace accommodations, appropriate supervision, etc.
- Ensure timely outreach and communication with internship sites and employers.
- Develop and maintain relationships with organizations across NYC that employ peer specialists attending training at the center and seek opportunities for technical assistance, support to supervisors, etc. in collaboration with the Coordinator.
- Assist in developing career advancement opportunities and resources for Thrive trainees.
- Manage office resources, including use of space, general inventory, and the development and availability of training resources.
- Regularly maintain an inventory of external resources for trainees that support their personal and professional development.
- Assist in the recruitment and scheduling of external classroom trainers as needed.
- Ensure timely documentation of trainee attendance at internship sites and manage payment of stipends and distribution of metrocards to students.
- Attend and conduct workshops, trainings, and community events as needed.
- Attend and participate in supervision, meetings, and training sessions, as required.
- Perform other duties as assigned.