



# ADVOCACY UNLIMITED, INC.

CT Hearing Voices Network | Coordinator

**POSITION DESCRIPTION:** Advocacy Unlimited believes the power of inner healing, in connection with others, will change the world. Through education, advocacy, and support, AU promotes individual growth, protect human rights, and informs systems transformation. In all the work carried out, we work with the intention to create spaces for people to be seen, heard, and valued. The CT Hearing Voices Network (CT HVN), operates through AU, and is designed to enhance current opportunities for voice hearers, persons who see visions or have other unusual sensory perceptions to find and build supportive peer communities through support groups and community education. The position of CT Hearing Voices Network Coordinator oversees the organization and administration of all aspects of program, including planning, leading, staffing and coordination of program activities. The coordinator will model the network's commitment to mutual support and curiosity around voice hearing and other experiences outside of general consensus perception. The person will work to raise the visibility of CT-HVN by facilitating outreach activities.

**PART-TIME NON-EXEMPT EMPLOYMENT:** 18 Regularly Scheduled Hours per week, at a rate of \$16 per hour, and 180-Day Introductory Period with Performance Evaluation at the conclusion of this period. **Reports to:** Director of Recovery Supports

## ESSENTIAL JOB DUTIES:

- In consultation with the Director of Recovery Supports, ensure the delivery of the overall program and its activities in accordance with the mission and the values of AU, CT-HVN, and the HVN-USA Charter.
- Ensure that program activities operate within the policies and procedures of Advocacy Unlimited, Inc.
- Identify long-term goals, and measurable objectives to maintain programmatic success
- Support facilitators of CT-HVN Groups by:
  - Maintain regular contact via phone and email
  - Visit groups as requested
  - Organize ongoing professional development opportunities, at least twice annually
  - Host annual fall facilitator luncheon
  - Provide orientation and training on CT-HVN and Advocacy Unlimited
- Carry out administrative duties, including:
  - Manage facilitator stipends and monitor operating costs within the approved budget
  - Produce and distribute marketing materials
  - Develop forms and maintain records to document program activities.
  - Collection of general information on attendance and utilization for each group.
- Maintain and update website, [www.CTHVN.org](http://www.CTHVN.org)
- Manage the CT HVN Facebook page, and contribute material for posting to the Advocacy Unlimited Facebook page and Newsletter
- Communicate with providers and other stakeholders to gain community support for the program and to solicit input to improve the program
- Monitor the program activities on a regular basis and produce a quarterly report in accordance with the guidelines outlined by the organization and in adherence with contractual obligations.

## EDUCATION & EXPERIENCE:

Recovery Support Specialist, or equivalent Peer Certification preferred.

Bachelor's Degree, or equivalent experience preferred.

Experience with hearing voices, seeing visions, or having other unusual sensory perceptions, required.

## REQUIRED SKILLS AND ABILITIES:

Recovery-oriented, flexible, culturally sensitive, a team player, strong communicator and leads by example.

Proficiency in Microsoft Office 365.

Excellent communication skills, both written and verbal.

Up to date Motor Vehicle Insurance and Driver's License; along with a reliable vehicle.

**APPLY:** Email resume, 2 references, and cover letter to Cooper Davis, Director of Recovery Support, at [cdavis@advocacyunlimited.org](mailto:cdavis@advocacyunlimited.org) by March 15, 2019.