



## ADVOCACY UNLIMITED, INC.

### Recovery Support Specialist Course Administrator

**POSITION DESCRIPTION:** Advocacy Unlimited offers education, advocacy, and support in the areas of mental health, addiction, and trauma recovery. Our peer-led, holistic approach encourages individual growth, protects human rights, and informs systems transformation. All employees of the organization use their direct lived experience to guide our work, and speak to the possibility of recovery.

The RSS Course Administrator publicizes, organizes, and co-facilitates five 10-session RSS trainings, across the state of Connecticut, and serves as a community resource, point of contact and advocate for our growing number of graduates and alumni. This position requires a passion for the peer movement, strong communication skills, and the willingness to network with community partners to carry the message of Advocacy Unlimited.

The RSS Course Administrator is an important public face of Advocacy Unlimited. For this reason, it is critical that the RSS Course Administrator is reliable, courteous, helpful, outgoing, and highly knowledgeable about the organization. This position will also require a self-starter who take full initiative for screening, enrolling, and mentoring RSS students, and work independently and creatively to help Advocacy Unlimited meet its contractual obligations.

**FULL-TIME NON-EXEMPT EMPLOYMENT:** 37.5 regularly scheduled hours per week, not to exceed 40 hours. \$47,500 annually, 180 day introductory period with performance evaluation at the conclusion of this period. Inclusive of benefits outlined in the Advocacy Unlimited Personnel Handbook.

**REPORTS TO:** A&E Program Manager

#### **ESSENTIAL JOB DUTIES:**

- Complete the application and student enrollment activities, including clear and responsive communication with applicants.
- Implement and coordinate RSS trainings, including all administrative support necessary to schedule and carry out RSS trainings: locate venues; coordinate speakers; publicize upcoming trainings; accept student applications and communicate with students about upcoming classes; make sure all materials are provided for the class; record attendance and completion of RSS class; record exam pass data.
- Provide student support
- Retain and schedule guest facilitators for RSS training.
- Coordinate with business manager to ensure payment and billing is processed in a timely manner, including student payments, venue fees, and contractor invoices.
- Promote post-class employment career development, including establishing or maintaining connections to organizations that hire RSS; publicize job openings to RSS graduates; notify RSS graduates of CEU obligations and opportunities.
- Stay updated on developments affecting peer-recovery and establish community outreach. Make sure all current RSS standards are being met.
- Engage with outside consultants to update curriculum, as necessary.
- Collect and analyze course feedback from classes to inform quality assurance planning and corrective action.
- Organize a professional learning community for RSS graduates and conduct monthly meetings.
- Co-facilitate RSS training, as needed.
- Maintain database of all completed trainings for certifications offered across Advocacy and Education department, not limited to RSS.

#### **EDUCATION & EXPERIENCE:**

Bachelor's degree in an area of study related to behavioral health, or equivalent experience of 3+ years.

Certification as a Recovery Support Specialist, Intentional Peer Support, or other equivalent training.

Personal experience with mental health, addiction, and trauma recovery.

Experience organizing and facilitating events such as educational seminars, trainings or certifications.

Experience with administrative program support and evaluation.

Recovery-oriented, inclusive, and leads by example.

Organized with excellent time management skills.

Culturally responsive, and open to learning.

Excellent communication skills, both written and verbal.

Ability to work independently and manage multiple projects.

Flexible and solution-oriented.

Proficient in Microsoft Office 365.

Must have clean driving record, up to date motor vehicle insurance and current driver's license. Must have access to a reliable and clean vehicle for statewide travel.

**APPLICATION DEADLINE:** Email resume and a cover letter to Human Resources, [HR@AdvocacyUnlimited.org](mailto:HR@AdvocacyUnlimited.org).