



## ADVOCACY UNLIMITED, INC.

### Healing From Within Program Coordinator | Toivo

#### POSITION DESCRIPTION:

Advocacy Unlimited offers holistic, peer-led, education, advocacy, and support in the areas of mental health, addiction, and trauma recovery. We believe all people have the innate capacity to create a life of self-defined purpose beyond a psychiatric diagnosis and addiction histories. All members of the team champion recovery resources as part of the continuum of care and model recovery with collective care, ethics, and accountability. To learn more, please go to [www.advocacyunlimited.org](http://www.advocacyunlimited.org)

Toivo is a holistic mind-body wellness program operated by AU. Toivo is located in Hartford, where onsite classes are offered at the Toivo Wellness Center. Classes are also offered across Connecticut at partner sites. Core to the mission of Toivo is Healing From Within (HFW), which brings holistic, mind body wellness classes to people who are psychiatrically detained at Connecticut Valley Hospital (CVH) and other state operated institutions. Learn more at [www.toivocenter.org](http://www.toivocenter.org).

The position of HFW Program Coordinator is based in Hartford. The HFW Program Coordinator is a member of the Toivo Team at AU. This team provides holistic, mind-body wellness as a pathway to mental health, addiction, and trauma recovery. The Program Coordinator will manage day-to-day HFW operations and ensure program goals align with Toivo's mission. Strong organizational, interpersonal, and event skills are essential, as the role requires balancing administrative responsibilities with direct engagement with participants.

**FULL-TIME NON-EXEMPT EMPLOYMENT:** The position is 37.5 regularly scheduled hours per week, not to exceed 40 hours. \$26.00 per hour. 180-day introductory period with performance evaluation at the conclusion of this period. Inclusive of benefits outlined in the AU Personnel Handbook. Opportunity for an additional longevity payment, and standard benefits outlined in the Advocacy Unlimited Personnel Handbook. **REPORTS TO:** Toivo Director

#### ESSENTIAL JOB DUTIES:

- Onsite Monday-Friday from 9 – 5pm unless scheduled to provide a HFW offering, community class, or event and up to 1 early morning, evening, or weekend per quarter.
- Facilitate holistic mind-body wellness groups in long-term residential care facilities.
- Facilitate a minimum of 4 Toivo community offerings and a minimum of 1 monthly virtual offering.
- Track and maintain an HFW deliverables tracking document including date, location facilitator, and number of participants in attendance.
- Carry out communication, scheduling, and recordkeeping of HFW offerings
- Create and distribute quarterly HFW calendars for CVH units
- Carry out quality assurance on an ongoing basis for the HFW program.
- Plan and host onsite training and advisory board meetings.
- Coordinate independent contractors for group facilitation.
- Consistent communication with facilitators, offering support and follow-up.
- Assist with facilitator onboarding process for new contractors through established process.
- Track materials and other program related inventory.
- Maintain respective working relationships with long-term residential care staff.
- Advertise groups and training courses widely.
- Attend recruitment and outreach events on the CVH campus and DMHAS funded sites.
- Meet internal accountability standards for quality assurance and reporting including manuals, packets, deliverables, and other DMHAS contractual obligations.
- Attend team meetings and trainings.
- Participate in cross-organization activities and at minimum 1 committee.
- Provide 1:1 peer-support, as needed, to community who attend in-house offerings.
- Other duties as assigned.

#### QUALIFICATIONS:

- Recovery Support Specialist Professional or eligible for training, required [advocacyunlimited.org/programs/rss-training](http://advocacyunlimited.org/programs/rss-training)
- 3+ years work experience in human services or related field
- Certified in a holistic, mind body modality.
- Bilingual, Spanish speaking preferred.
- Experience with program development and evaluation
- Must have a reliable vehicle, clean driving record, up to date Motor Vehicle Insurance and Driver's License

**SKILLS:**

- Collaborative Decision Making
- Personal Accountability
- Strategic Thinking
- Self-led
- Creative Problem Solving
- Flexible & Open to Experience
- Understanding of and ability to maintain appropriate boundaries
- Communication, both written and verbal
- Canva or other digital design experience
- Microsoft Office 365

**TO APPLY:** Email resume and cover letter to [HR@advocacyunlimited.org](mailto:HR@advocacyunlimited.org)