

Contract Opportunity

Peer Support Specialists Central Iowa Returning Citizen's Achieve (CIRCA) Central Iowa Works

Posted: February 3, 2021	Anticipated Start Date: As soon as possible Contract End Date: September 30, 2021
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- The contract is up to 20 hours per week with payment of \$20.00 per hour through September 30, 2021.
- A criminal background check is required based on federal grant requirements. A record is not necessarily barrier to being selected as a Peer Support Specialist.
- Please send a letter of interest and resume to Joy Greer, CIRCA Program Manager at joy@centraliowaworks.org.
- For more organizational information, please visit www.unitedwaydm.org

Summary

To help fulfill our mission to improve lives by uniting the care power of our community, UWCI and its' Central Iowa Works initiative has developed a program Central Iowa Returning Citizen/s Achieve (CIRCA) that ensures individuals leaving incarceration have the skills necessary to secure long-term employment. The Peer Support Specialist will use their own life experiences related to incarceration and/or mental health and/or addiction to establish connection and camaraderie with CIRCA participants. They will offer encouragement and understanding to participants to empower them to make changes in their own lives and inspire hope to reach their own goals. While case managers will continue to work with participants on employment, housing and connection to community resources, the peer support specialist will support the case managers by being a listener, problem solver and connector.

The Peer Support Specialist will coordinate and facilitate groups, offer individual support, learn to effectively tell their story, connect to community resources, advocate for individual treatment, and maintain professional boundaries. The CIRCA program uses the WRAP (Wellness Recovery Action Plan) curriculum. Peer Support Training desirable. Much of this work and related training is currently being done remotely. The contractor must be computer savvy and have their own computer.

General Responsibilities for Peer Support Specialist

- Fostering an Equitable, Engaged, Empowered Community



1. **Maintain open communication with case managers and program manager including weekly one on one meetings to discuss plans for the participants.**
2. **Meet regularly with participants – meeting times being determined by need of participants as determined by peer support specialist and program manager.**
3. **Plan and execute group events for CIRCA participants through the CIRCA Alumni Group.**
4. **Establish and facilitate an Advisory Group for the CIRCA program.**
5. **Practice a personal WRAP and lead participants in WRAP so that everyone understands how it works and ensures that health and wellness is a priority.**
6. **Complete any trainings as they are provided.**
7. **Complete all necessary paperwork and case notes the same day as the service.**
8. **Maintain own calendar as part of the documentation process.**
9. **Practice personal responsibility and self-advocate for individual needs.**
10. **Role model recovery, self-care, and professionalism.**
11. **Maintain an open mind and open heart with an enthusiasm to learn and help others.**
12. **Willingness and the ability to articulate and share personal story around Wellness Recovery Action Plan.**
13. **Maintain professional boundaries with participants.**
14. **Self-motivated and the ability to manage time well.**
15. **Assist and support participants to successfully access and navigate complicated systems to avoid further engagement with the correctional system.**

Successful contractor will have the following experience:

1. **Two years of proven experience in mentoring or Peer Support in the areas of mental health, addiction or reentry within a program or organization.**
2. **Highly prefer an applicant with the Iowa Peer Support Specialist certification.**
3. **Personal experience with mental health and/or addiction and/or reentry.**
4. **Successful navigation of personal journey through mental health, addiction, and/or reentry.**
5. **Leading groups through activities and learning opportunities.**
6. **Planning and organizing events.**
7. **One year of experience with word processing programs, email, calendar, and virtual meeting platforms.**

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