



Position Description: Target Health Peer Program Manager Mental Health Association for Greater Baton Rouge (MHAGBR)

Overview: Under the supervision of the Executive Director the overall responsibility of the Target Health Peer Program Manager is to oversee existing activities of all Target Health support groups in the State while also coordinating further development of Target Health.

Responsibilities:

1. Identify peers to be trained as facilitators through screening and interview.
2. Plan, prepare, and conduct the facilitator trainings.
3. Provide technical assistance and support to facilitators as they plan, organize.
4. Ensure the training materials are updated regularly.
5. Plan and coordinate public relations information distribution about the program.
6. Support trainers who conduct the facilitator trainings.
7. Monitor the number of active facilitators and trainers to ensure adequate staffing pool.
8. Ensure a sufficient number of peers participate in the trainings and classes.
9. Ensure that 1 educational class is operating in each of the 10 OBH LGES. Give special resources and efforts to the LGES per fiscal year which did not offer an educational class and/or support group the previous year.
10. Ensure that stipend payments are made to all facilitators in a timely manner.
11. Prepare monthly and annual reports and submit them in a timely manner.
12. Liaison among Target Health steering committee members/teachers/facilitators/participants.
13. Adherence to CARF standards and requirements.
14. All other duties as assigned by the Executive Director.
15. Serve on organizational committees as needed
16. Must complete online training courses as required

Accountability: The Target Health Peer Program Manager is accountable to the Executive Director

Qualifications: The Target Health Peer Program Manager manifests 3 years in a mental health setting, must be a mental health peer. College degree preferred. Must have general computer skills and knowledge.

Employee Signature

Date

Witness

Date