



# Internal Job Announcement

SHARE! is currently expanding its services throughout Los Angeles County and needs qualified candidates for program and administrative positions, including.

## **Program Coordinator Trainee:**

Job Title: Program Coordinator

Facility / Location: SHARE!

FLSA Status: Full Time / Non-Exempt

Reporting To: Program Director

## **Summary/Purpose**

This position will shadow the Program Coordinator in their daily duties, to gain knowledge and experience required for promotion to Program Coordinator, becoming aware of all the daily activities and the routine of the Retreat. Candidates must have demonstrated excellence in their performance of fulfilling SHARE!'s mission in their current and former position; as well as a track record of modeling SHARE! values and culture to other employees, being capable of teaching and training staff with the values and mission of SHARE!.

## **Essential Duties and Responsibilities:**

- Supporting Peer Specialists of all levels and abilities through continued training of the Program and daily activities.
- Demonstrate thorough understanding of SHARE!'s mission and philosophies, programs and Tools of the Trade.
- Manage high stress situations/interventions.
- Provide crisis management as needed and assume the responsibilities of Program outcomes in the absence of the Program Manager.
- Performs other work or special projects as required or assigned.
- Train employees in the Tools of the Trade, applying the Tools to specific situations effectively as they arise.
- Maintain healthy and appropriate boundaries with staff as a Program Coordinator.



- Manage the Retreat building maintenance issues, supply ordering, repair work, etc.
- Be proficient as a community liaison, able to represent SHARE!'s interests effectively with community leaders, law enforcement, DMH, mental health professionals, parents, prospective residents and the general public at all times. Attend required DMH and managers' meetings as needed.
- Will have a track record of modeling SHARE! values and culture to other employees and capable of teaching and training staff with the values and mission of SHARE!.

**Minimum Requirements, Training and Experience:**

- Demonstrated success implementing SHARE!'s and PEER Specialist duties and responsibilities
- Managerial experience a plus.
- Have a flexible schedule with the ability to ensure appropriate coverage,
- Demonstrated excellence in knowledge of Self Help Support Groups and referrals to Self Help Support Groups and Tools of the Trade.
- Knowledge of 12 step groups.
- Self-starter, able to take a project and run with it.
- Honesty, willingness, open-mindedness, desire to grow.
- Problem solving abilities and Project Management skills
- Creative Thinker with good Marketing and Outreach skills
- Must be resilient with a strong desire to learn SHARE!'s management methods.
- Excellent Communication skills and must be comfortable presenting material
- BA/BS degree a plus, but not mandatory
- Excellent verbal and written communication skills with the ability to work with various peers using Tools of the Trade within the SHARE! Community
- Personal knowledge of self-help support groups with at least a minimum of 1 year active participation with recovery
- Proficient in all administration and paperwork requirements of the Retreat.
- Learning and implementing all aspects of Operations including staff scheduling and Personnel issues.

**Please see the Internal Job Process for information on how to apply.**