



POSITION TITLE: Peer Support Lead

SALARY: \$20/hour (\$3,200/mth)

WORKING HOURS: Monday – Friday, Variable
between 8:30am-5:00pm (very few weekends)

CLASSIFICATION: NON-EXEMPT

PERCENTAGE TIME: Full Time

POSITION CLOSE DATE: Open Until Filled

Who We Are: Austin Area Mental Health Consumers (dba Austin Mental Health Community) is a Texas 501c3 nonprofit corporation. Austin MHC is a peer run organization who provides services to adults with lived mental health, substance use and homelessness experiences. Austin MHC supports and advocates for a person's right to achieve mental wellness, self-empowerment, and self-sufficiency. For over 25 years we have provided peer support through a myriad of ways through facilitated support groups, advocacy opportunities, peer professional training and supervision, and more.

General Description: Austin Mental Health Community (AMHC) is seeking a **Peer Support Lead** to provide coordination, mentorship, and support for interns, volunteers, and peer facilitators. This role fosters **growth, communication, and collaboration** within the peer support team while promoting **recovery-oriented and peer-driven values**. The Peer Support Lead will assist in **onboarding and training**, maintain **program flow and scheduling**, and work closely with the **Program Director** to enhance quality and consistency across AMHC's peer programs. As AMHC continues to expand, the Peer Support Lead should be **flexible, open-minded**, and willing to contribute to the development and implementation of **new initiatives, processes, and approaches** that strengthen program effectiveness and participant experience.

Key Responsibilities:

- **Peer Support & Program Coordination**

- Mentor and provide one-on-one guidance to interns, volunteers, and peer facilitators to foster growth, engagement, and confidence.
- Manage day-to-day schedules, calendars, and program flow for facilitators, interns, and volunteers, working from the overall schedule set by the Program Director to ensure smooth operations and effective team collaboration.
- Assist with onboarding, training, and recruitment of new team members in alignment with AMHC's peer-driven principles.
- Support the development and implementation of new tools, practices, and approaches in collaboration with the Program Director to enhance program quality and peer support outcomes.
- Adapt to new initiatives and program changes, promoting flexibility and continuous improvement within the team.
- Participate in interviews with the Program Director for prospective interns and volunteers, providing input on suitability, strengths, and potential development needs.

- **Staff Supervision & Support**

- Foster a supportive and collaborative environment through regular check-ins, mentorship, and constructive feedback.
- Observe peer groups to assess team dynamics and identify areas for growth or improvement.
- Collaborate with the Program Director to address performance concerns, support needs, and professional development opportunities, ensuring guidance and shared decision-making.

- Serve as a first point of contact for minor conflicts or challenges, facilitating resolution or escalating to the Program Director as needed.
- Promote flexibility and openness among team members as the program evolves.
- **Community Engagement & Partnerships**
 - Participate in regular virtual meetings with community partners and collaborating organizations to strengthen relationships and promote peer-driven initiatives.
 - Facilitate supervision meetings with interns, volunteers, and facilitators to support communication, accountability, and shared learning.
 - Represent AMHC in community spaces and partnership activities, modeling professionalism and recovery-oriented values.
 - Collaborate with the Program Director to identify and support new partnership opportunities.
- **Administrative & Compliance**
 - Maintain accurate records of meetings, schedules, and supervision notes in alignment with program standards.
 - Assist the Program Director with data collection, reporting, and documentation of program activities and outcomes.
 - Uphold confidentiality, ethical standards, and peer support values in all administrative tasks.
 - Maintain a repository of best practices, resources, and guides for facilitators and interns.

Qualifications:

Required

- Lived experience of mental health and/or substance use recovery, with a demonstrated commitment to peer support values.
- Certification (or eligibility) as a Peer Support Supervisor (PSS)
- Certification (or eligibility) as a Mental Health Peer Specialist (MHPS), Recovery Support Peer Specialist (RSPS), or equivalent.
- Minimum of 3 years of experience in program management, supervision, or leadership in a peer support, behavioral health, or nonprofit setting.
- Strong skills in communication, collaboration, and relationship building.
- Ability to manage multiple projects and deadlines in a fast-paced environment.

Preferred

- Bachelor's degree in social sciences, public health, nonprofit management, or related field (equivalent experience may be considered).
- Knowledge of Texas behavioral health systems and peer support best practices.
- Bilingual in Spanish and English
- Experience working in peer support, behavioral health, or nonprofit programs with a focus on mentorship, facilitation, or program coordination
- Demonstrated flexibility and openness to learning as programs evolve and new initiatives are implemented

Compensation & Benefits:

- Competitive salary, commensurate with experience.
- Voluntary health, dental, vision, long/short term coverage options.
- Paid time off, holidays, and wellness leave.
- Ongoing training and professional development opportunities.



Work Environment:

Austin Mental Health Community is a peer-run, recovery-centered workplace where lived experience is valued as expertise. The Peer Development Lead will work in a collaborative, team-oriented environment that emphasizes mentorship, mutual support, and shared decision-making. This position is primarily office-based, with occasional virtual meetings or community engagement as needed. Some evening hours may be required to support supervision meetings, facilitator check-ins, or special events. The role requires regular use of a computer, phone, and video conferencing tools.

AMHC promotes a wellness-friendly culture that encourages self-care, flexibility, and accommodations to support staff in maintaining their recovery and mental health.

Austin Mental Health Community is committed to a workplace with diverse perspectives and experiences. We encourage persons of various racial/ethnic, gender, sexual orientation, age, disability, and religious backgrounds to apply.

A Peek at the Role:

A typical day for the Peer Support Lead may include one-on-one mentoring with interns, volunteers, and peer facilitators; observing and supporting peer-led groups; coordinating schedules and calendars; and facilitating team check-ins. The Peer Lead collaborates with the Program Director on program improvements and helps implement new practices while supporting the team's growth and confidence. Most work is office-based, with occasional virtual meetings or evening check-ins as needed.

Interested in the Role?

Please submit an email of interest with your resume to jvalle@austinmhc.org.