POSITION TITLE: Peer Support Lead **SALARY:** $22.50/hour **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.
  - Maintain a consistent on-site presence at a designated community partner location three days per week to support peer interns, facilitators, and ongoing program activities.
  - Serve as a primary point of contact at the partner location, supporting day-to-day communication, addressing program needs, and ensuring alignment with AMHC's peer-driven practices and expectations.

- **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.

Work Location & Schedule:

This position operates across AMHC's main office and a designated community partner location in Austin, Texas.

The Peer Support Lead is expected to work on-site at the community partner location three days per week, with remaining workdays primarily based at AMHC's main office. Occasional schedule adjustments may be required to accommodate program activities, meetings, and organizational needs.

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)
- Minimum of 3 years of experience in program management, supervision, or leadership in peer support, behavioral health, or nonprofit settings.
- 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**.