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Charity BN/Registration # 89971 7961 RR0001

Recovery Education Coordinator

Job Posting

Please submit your covering letter and resume by **noon, Friday, November 19th 2021** and address it to the attention of the Hiring Committee. No phone calls or emails please.

PSO is a membership based, peer support organization of present and former psychiatric consumers/survivors who meet: for mutual support, to learn about our rights and ensure they are respected, to find alternatives to traditional psychiatric services, to support our dignity and self-respect, to educate professionals and the public on our needs and concerns, to change how the mental health system treats us by having our experiences and expertise respected in the mental health system and to build a strong consumer/survivor community.

Position: Recovery Education Coordinator
Reporting To: Executive Director
Salary and Hours: \$25/hr – 30 hrs/week plus benefits after 3 month probationary term

Job Summary:

Under the direction of the Executive Director, the Recovery Education Coordinator will develop, promote, coordinate and support peer-run recovery programming at PSO, throughout the city of Ottawa and the Champlain Region. This includes organizing trainings for, managing and supporting peer facilitators in programs such as: Wellness Recovery Action Plans® (WRAP®), Family Wellness Recovery Action Plans (FWRAP) and Pathways to Recovery. Supporting the PSO lounge and activities and providing peer support to general members is part of the position.

Duties (specific):

1. Develop and implement a plan to promote WRAP®, FWRAP and Pathways to Recovery (and/or other programs as required) within the mental health community.
2. Develop other recovery programs as possible.

3. Recruit facilitators and organize trainings.
4. Support facilitators to provide sessions, follow-up groups and support groups.
5. Organize facilitator meetings.
6. Take registration for groups.
7. Develop and implement an evaluation framework.
8. Build partnerships with other agencies.

Duties (generic):

1. Work with staff and Board of Directors as a team and be prepared to assist other staff with projects as needed.
2. Provide peer support to members as needed and be able to communicate effectively and supportively with members in distress.
3. Be willing to have difficult or uncomfortable conversations.
4. Refer members to appropriate community agencies.
5. Evening and weekend work as required.
6. Facilitate groups as needed.
7. Other duties as required.

Qualifications:

1. Experience as a client of mental health and/or addiction services and a demonstrated ability to share this experience in the context of empowering others.
2. Demonstrated understanding of peer support
3. Must be familiar with Wellness Recovery Action Plans®. Familiarity with Family Wellness Recovery Action Plans and Pathways to Recovery are an asset.
4. Have previous volunteer management experience in a community, non-profit setting.
5. Must be highly organized.
6. Ability to maintain confidentiality of members
7. Possess a demonstrated ability to support vulnerable people compassionately and non-judgmentally while maintaining strong personal boundaries.
8. Superior communication skills
9. Ability to work with a diverse group of people within their unique perspective and experience
10. Demonstrated interest in group and individual recreation
11. Conflict resolution skills
12. Ability to work independently and as part of a team
13. Strengths based approach
14. Computer skills, including familiarity with Zoom and Teams
15. Bilingual (English/French) preferred
16. Must consent to a Criminal Record Check.