



the northeast **independent living** program, inc.

JOB ANNOUNCEMENT

Job Title: **Temporary Part-time Information and Referral Specialist for the Northeast Recovery Learning Community at NILP (15-20 hrs/wk)**

Job Function: To work closely and effectively with persons with psychiatric disabilities by facilitating and promoting their inclusion in the community, through the provision of individual recovery-oriented skills training, peer counseling, and information-sharing. Will also oversee and maintain the Recovery Learning Community's Resource Connection Center and Library.

Duties & Responsibilities:

- As Information and Resource Specialist at the RLC, will oversee and maintain its Resource Library both on-line and print.
- Update website as a core reference.
- Provide NILP core services to program participants who call or come into the NERLC for support, including information and referral, technical assistance and skills training, peer counseling, community education, and individual and systems advocacy.
- Update and monitor monthly NEA and Hub calendars.
- Use own recovery story to help empower others to see recovery as an attainable goal.
- Maintain strict standards of confidentiality at all times and in accordance with federal HIPAA laws.
- Attend and participate in weekly RLC staff meetings.
- Provide proper documentation of services via the IDMS data entry system.
- Perform other tasks as requested by supervisor.

Minimum Qualifications:

- Sensitivity to and understanding of all types of oppression, particularly the issues faced by people who have been psychiatrically labeled.
- Experience as a person who has been psychiatrically labeled is and ability to share personal recovery story publicly is highly valued.
- Knowledge of local traditional and peer resources a plus.
- Strong interpersonal, communication, and writing skills required.
- Experience and proficiency using all products of Microsoft Office, including Word, Excel, and Access databases.
- Knowledge of and sensitivity to issues concerning IL philosophy and a commitment to the recovery model.
- Must be able to work independently and as part of a team.
- Access to reliable transportation essential.
- Massachusetts Peer Specialist Certification and being bi-lingual/bi-cultural are also highly desirable.

Reports to: Recovery Learning Community Director/Peer Support Coordinator.

NILP is an EOE and encourages persons with disabilities, women, and persons of color to apply.

EXTERNAL POSTING DEADLINE: Until position is filled

Submit Cover letter and Resume to:
Jo Bower, Director
Northeast Recovery Learning Community
NILP
20 Ballard Road
Lawrence MA 01843

11/21/11

Full community participation
through education, training
and advocacy by and for
people with disabilities.

20 Ballard Road, Lawrence, Massachusetts 01843
978-687-4288 Voice/TTY Fax: 978-689-4488
Visit us on the web at: www.nilp.org