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**Job Posting**

Family Peer Support Specialist

Baltimore City, Maryland

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| Who We AreFounded in 1999, Maryland Coalition of Families (MCF) is a statewide nonprofit with a central office in Columbia, Md., and staff located in communities throughout the state. Using personal experience as parents, caregivers, youth and other loved ones, we connect, support and empower Maryland’s families. Our staff provide one-to-one support to parents and caregivers of young people with mental health issues and to any loved one who cares for someone with a substance use or gambling issue. We also advocate to improve systems that impact individuals with behavioral health challenges. OverviewMaryland Coalition of Families (MCF) has a full-time (40 hours/week) employment opportunity for a Family Peer Support Specialist (FPSS) to serve families in Baltimore City who have a loved one with substance use challenges. The candidate must have personal experience (not work experience) as a family member, caregiver, or other loved one of an individual with substance use challenges. After training and orientation, the Family Peer Support Specialist will provide family-to-family support, education, advocacy, coaching, information, referrals and follow-up to families seeking assistance.  |
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| Essential Duties and Responsibilities: * Provide education and support to family members or other loved ones on behalf of someone with substance use or problem gambling challenges to assist with negotiating their way through the social, legal, educational and health care systems.
* Facilitate a process for families to develop a plan to: clarify the problem(s); provide emotional support; identify needs and strengths; and identify resources including appropriate levels of services, entitlements, community resources and other natural supports.
* Assist families and other loved ones in building their own community based support network, and ensure that their goals are integrated into one unified plan as necessary.
* Facilitate families and other loved ones accessing supports and services by: sharing information about resources and supports; making phone calls to connect families and other loved ones with resources; providing guidance in completing forms and applications; reviewing documents or reports with families and other loved ones to ensure they fully understand documents; and accompanying them to meetings.
* Support families and other loved ones to fully understand their rights, educate them on laws, policies and procedures, and empower families and other loved ones to effectively articulate their concerns and needs.
* Assist with outreach and education activities for the Good Samaritan Ambassador Program to increase awareness and understanding of the Good Samaritan Law, including conducting outreach to new families previously unconnected to MCF’s work.
* Build and maintain strong partnerships with agencies and providers of services related to substance use and problem gambling.
* Ensure that families and other loved ones are equal partners as appropriate in planning, implementing, monitoring and evaluating their own plans.
* Partner with other members of the MCF Peer Support team to create and maintain a centralized, updated directory of substance use and problem gambling resources, including support meetings, screening and referrals for treatment, education groups, volunteer training opportunities and other services designed to meet the needs of families and individuals.
* Collaborate with other MCF staff to develop supportive and educational programs that empower families and loved ones.
* Administrative duties to include maintaining client files, submitting required documentation, active participation in supervision and in MCF internal and external training opportunities.

Qualifications* **Lived (personal, not work related) experience as a caregiver, other family member, or loved one of an individual with substance use is required.**
* High school diploma or equivalent.
* While not required, we welcome candidates who also have experience as a loved one of an individual with mental health and/or problem gambling challenges.
* Prior experience assisting other families and loved ones to obtain appropriate services and supports for their child and family members, or experience in supporting others with substance use or problem gambling challenges is desirable.
* Familiarity with state and local resources and knowledge of how to access them.
* Willingness and strong ability to build and maintain partnerships with agencies and providers.
* Active listening skills for providing non-judgmental peer support and engagement to families.
* Strong written and oral communication skills.
* Proficient computer skills and the ability to efficiently utilize internet search tools to identify resources.
* Ability or willingness to learn how to use a database (Salesforce).
* Current Maryland driver’s license and access to own vehicle; in-state travel required.
* Successful completion of a background check (required for all MCF employees).
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| Hours/Compensation* The position is full-time, 40 hours per week.
* Flexible work schedule.
* Salary commensurate with experience. Salary range $15 -19 per hour.
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| To applyTo be considered for this position, you must submit (along with your resume) a cover letter describing your personal experience as the primary caregiver or loved one of an individual with substance use challenges. Please provide details regarding what services and resources you have used to support your loved one.  Applications will be reviewed on a rolling basis. Please note that mailed or faxed resumes will not be considered. No phone calls please.  |
| Diversity |

Maryland Coalition of Families is committed to hiring a diverse and talented workforce. We are an Equal Opportunity Employer – all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, disability, veteran status or any other classification protected by applicable discrimination laws.