



NAMI  
National Alliance on Mental Illness

# New Hampshire

## *Job Description*

**Job Title:** Family Education and Peer Support Specialist (FEPSS) - Nashua

**Job Summary:** The Family Education and Peer Support Specialist (FEPSS) will provide 1:1 support and education to families/primary caregivers of children, adolescents and transition-age youth with Serious Emotional Disturbances (SED). The FEPSS will establish support groups and family education programs in the Nashua vicinity and will be responsible for identifying and recruiting family member candidates to participate in one of NAMI NH's leadership training programs providing support to family leaders in a role of their choice.

### **Job Tasks and Responsibilities:**

#### *Programmatic:*

- Provide one-to-one support to families/primary caregivers of children and/or adolescents with Serious Emotional Disturbance (SED).
- Demonstrate in his/her work a commitment to the system of care values and guiding principles.
- Assess the readiness of community and establish Parents Meeting the Challenge Support Groups.
- Deliver Parents Meeting the Challenge Education Program (implementation, marketing and training) one per year.
- Identify, recruit family leadership candidates and connect them with a Family Leadership Training Program.
- Recruit, provide and ensure training/orientation and support to family leaders in a role of their choice.
- Work to eliminate stigma and end discrimination regarding mental health for all individuals and their families.
- Serve on work groups, advisory councils and committees as assigned.
- Execute all tasks required to meet contractual agreements with funders.

#### *Administrative:*

- Participate in program team and supervisory meetings and seek consultation when needed from supervisor.
- Collect and organize all data related to the position.

#### *Community:*

- Demonstrate effective outreach and promotion of NAMI NH's support, education, and leadership programs and our public policy platform.
- Attend community events/meetings as assigned.

#### *Interpersonal Skills:*

- Accepts Responsibility - Willing and able to bear high levels of responsibility: making decisions, being accountable.
- Openness - Communicates honestly, openly, and consistently. Shares information appropriately and is involved in solving problems.
- Positive Attitude - Encourages a positive rather than negative viewpoint; fosters strengths in colleagues.
- Integrity - Maintains the highest standard of personal and professional conduct in performing all duties.
- Commitment - Committed to NAMI NH's mission, values, policies/procedures (Employee Handbook), and strategic plan.
- People Skills - Able to build productive working relationships with team, volunteers, community members and customers
- Judgment - Able to evaluate information quickly, identify key issues and formulate action steps based on judgment, experience, and common sense.
- Organized - Well prepared and organized; carries out all responsibilities and action items in a purposeful and timely way.
- Dependable - Can be relied upon to get the job done. Willing and able to work for the best interests of each project.
- Proactive - Proactive rather than reactive. Able to anticipate.

#### *Education and Experience:*

- Lived Experience – having a personal experience as a family member of either/or a parent of a child with SED and understand and has the experience of the process of working towards family recovery empowerment.
- Knowledge of community resources and experience navigating the mental health and related systems of care.
- Three years of work experience in the human service or mental health field providing direct service.
- Demonstrated writing, public speaking, training and organizational skills.
- Ability to use computer to develop, track, transfer and access information related to work.

- Has available, reliable transportation and willing to travel and have a flexible schedule.
- Consideration given for formal education and/or agrees to or has completed NAMI NH's Leadership Programs.

**Work Schedule:**

Generally works Monday through Friday with occasional requirements to attend evening and/or weekend events or meeting. Local travel within the greater Nashua region required.