

The Ferns Peer Respite  
Implementation Consultant Job Description

**Job Title:** Implementation Consultant

**Salary Range:**

**Job Summary:** The Implementation Consultant will ensure the implementation of The Ferns Peer Respite and completion of related projects as assigned. The Implementation Consultant will be well versed in project management practices and familiar with Intentional Peer Support, Recovery, Trauma-informed and related principles and values.

**Supervisory Relationships:** The Implementation Consultant will report to the HopeWorx Executive Director, in consultation with the Peer Respite Council.

**Employment Status:** 1099 Independent Contractor, time-limited contract

**Principle Duties and Responsibilities:**

Working with the Peer Respite Council, the HopeWorx Executive Director, and any assigned consultants:

1. Complete the Ferns Business Plan, which includes:
  - a. A Development Plan showing detailed funding, fundraising, identification of grant opportunities, and other related efforts to create a diverse and sustainable revenue stream for initial implementation an ongoing operation of The Ferns.
  - b. Present completed plan to the Peer Respite Council for approval, and revise as needed.
  - c. Timeframe for completion – within 30 days of hire.
2. Secure a property for The Ferns.
  - a. Identify property or properties.
  - b. Confirm and obtain any zoning variances or licenses needed.
  - c. Confirm need and create plan for any remodeling.
  - d. Furnish property.
  - e. Timeframe – within 90 days of hire.
3. Begin implementation of Development Plan.
  - a. Timeframe - immediately upon approval of Business Plan.
  - b. Assist with establishing relationships with foundations and corporate donors.
4. Continue public outreach efforts as assigned, including making presentations to organizations and at public meetings.
5. Assist with creating Operations and Procedures Manual, Peer Respite Team Member Job Description, The Ferns Guidelines, and other operational documentation as assigned.
6. Assist with creating resources for ongoing operations:
  - a. Contact lists: General, Donors, Funders, Researchers, others as needed, along with a process to keep lists updated.
  - b. The Ferns literature: create a Google drive to store The Fern brochure, letter templates and other materials; provide updated material to HopeWorx webmaster to update The Ferns webpages.
  - c. Resources for requests for funding and grant writing:
    - i. Brief written pieces to be used as needed: The Ferns description, the Peer Respite Council description, HopeWorx description, Peer Respite Outcomes Summary, Annual Budget template, other items as identified, along with a process to store, access, and update in Google drive.
    - ii. Peer Respite literature – renamed with titles and publish dates.

- iii. Foundation and donor listing with grant application purpose, criteria, timelines, and contacts.
  - d. The Ferns Satisfaction and Outcomes Data: working with the PRC subcommittee, review Live and Learn's *The Guidebook for Peer Support Program Self-Evaluation: Practical Steps and Tools* and published literature, draft recommendations for data collection, including what, when and how to collect,
    - i. Obtain feedback from Open Excellence.
    - ii. Present to PRC for approval, revise as needed.
- 7. Assist with identifying and recruiting diverse PRC candidates, and Peer Respite staff.
- 8. General
  - a. The Implementation Consultant will be responsible for holding and exemplifying the values of the Peer Respite and trauma-informed practice.
  - b. The Implementation Consultant will be responsible for maintaining confidentiality and privacy of staff, volunteers, guests, and others who may provide input or assistance during the Implementation phase of the Peer Respite.
  - c. The Implementation Consultant will be responsible for presenting feedback and suggestions relating to the implementation of assigned projects, and for identifying, reporting, and resolving key project issues.
  - d. Other duties as assigned by the Peer Respite Council

#### **Minimum Qualifications**

- 1) Education and/or Experience
  - a) Personal experience having been given a psychiatric diagnosis, and/or used psychiatric services, and/or going through extreme states and/or trauma, or family experience of an individual with these experiences, is preferred.
  - b) Demonstrated experience in successful project implementation is required.
  - c) Demonstrated experience in liaising with management and stakeholders on project details and deadlines is required.
  - d) Bachelors in a related field, such as business, human services, is preferred.
- 2) Abilities
  - a) Ability to mentor and foster collaboration and completed work among staff, Peer Respite Council members, and volunteers working towards the implementation of the Peer Respite.
  - b) Must be able to work virtually and in person as needed.
  - c) Bilingual/bicultural in English and other languages and cultures, including American Sign Language and Deaf Culture, a plus.
- 3) Attributes
  - a) Possess a leadership style that is consistent with peer to peer values, that strives to serve others, rather than accrue power or take control, and which encourages diversity of thought creates a culture of trust, has an unselfish mindset, and foster leadership in others.
  - b) Calm and approachable, including when under pressure.
  - c) Respectful of and compassionate toward other people's thoughts, behaviors, ideas and needs.
  - d) Self-aware and able to take responsibility for own mistakes, successes, weaknesses, and strengths, as well as being able and willing to seek support when needed.
  - e) Optimistic and confident in approach and outlook.
  - f) Curious about and open to all perspectives, with a focus toward keeping up-to-date with information about peer support and development in the broader movement.