



Volunteer Position Description

Position Title: 2 Succeed Education and Employment Associate

Reports to: Linda Miller/Griff McClure

Responsibilities:

- Set up interviewing training for consumers.
- Help consumers learn the interviewing process
- Assist consumers with personal resumes
- Generate leads and opportunities for our consumers
- Follow up with consumers who are currently working
- Update job boards
- Facilitate vocational support and social interaction groups
- Visit with consumers as requested and appropriate at various times during shift

Qualifications:

- Ability to be respectful of and patient with consumers
- Dependability
- Willingness to take direction and be flexible with job duties
- Commitment to helping individuals with mental illness
- Interviewing process skills
- Resume writing skills

Training Required and Provided:

- MHCD Overview
- HIPPA and Pathogens video training
- Understanding Mental Illness orientation
- Other training as necessary, to be determined

Time Commitment: 3-4 hours weekly, on a regular schedule

Benefits:

- Specialized and professional training in working with consumers with mental illness
- Supervision and support from professional staff
- Satisfaction of contributing to the recovery of people with serious mental illness
- Opportunity to be part of a high functioning and successful team