

The P.E.E.R. Center

750 East Broad Street
Columbus, Ohio 43205

TELEPHONE: (614) 453-4830

FAX: (614) 453-4845

POSITION VACANCY NOTICE

POSITION TITLE: Center Support Specialist / Security
POSTING DATE: January 2017
WORK SITE: 750 East Broad Street
Columbus OH 43205
or
1114 / 1116 West Broad St
Columbus, OH 43222
WORK HOURS: Part Time
As scheduled

DESCRIPTION OF DUTIES:

Welcome members (Associates) and visitors to The P.E.E.R. Center and ensure that all sign in on a daily basis; **supervise center and community activities by assuring the safety and security of the Center, i.e. monitoring all floors to assure that Center participants remain on the first floor, and only on second floor (East Broad) for authorized purposes; respond to any situation that could potentially endanger staff or participants; monitor parking lot area for suspicious activity, illegally parked cars, vandalism, etc.; communicate verbally and/ or with written reports with Security / Facilities Manager to assure he/she is aware of potential safety / security concerns; function as peer support specialist:** provide one-on-one and group support to individuals; participate and engage with consumers who may exhibit behaviors that are disruptive to others; enforce the agency's code of conduct; answer the telephone, take messages when staff are unavailable and provide telephone peer support as needed; maintain confidentiality of staff and associates; assist in the facilitation and development of groups, workshops, activities, and events that support recovery; ensure site safety (i.e., call police as needed, ask individuals to leave when necessary, redirect behaviors); distribute informational materials to new guests; provide orientation and intake packages to associates; solicit feedback from participants regarding Center activities; encourage use of the suggestion box; engage participants in tasks i.e., room setup, cleaning, making coffee, arranging/organizing books, DVD's, CD's, videos, etc.; assist in ensuring that petty cash, supplies, equipment and electronics are kept in a secure manner; supervise Center and community (outings) activities; provide peer support activities and facilitate safe and effective use of the Center; perform other duties as assigned to promote the Center.

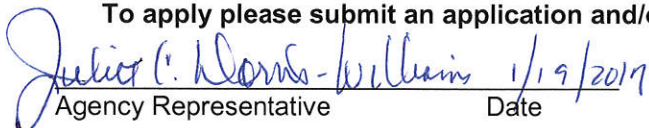
POSITION REQUIREMENTS:

Self-starter, creative, able to maintain composure in a community setting with diverse populations; **ability to negotiate and set limits as appropriate; ability to develop rapport with staff and participants; good observation skills; demonstrated conflict resolution skills; demonstrated skill in potentially violent situations; good written and oral communication skills;** knowledgeable and comfortable with the use of computers, email, electronic documents, internet usage, etc.; an individual with lived experience demonstrated by the ability to articulate personal tools of recovery that may include a significant period of recovery and stability as demonstrated by a significant period of living in recovery without hospitalization, a significant period of being clean and sober, free of jail time for 5 years; ability to maintain confidentiality and must be trustworthy and responsible; must maintain and valid Ohio Driver's License for the purposes of transporting Associates to and from events and procurement of Center supplies.

BENEFIT PACKAGE:

None

To apply please submit an application and/or resume to 750 East Broad Street, Columbus, OH 43205


Agency Representative Date