

The P.E.E.R. Center

750 East Broad Street
Columbus, Ohio 43205

TELEPHONE: (614) 453-4830

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POSITION VACANCY NOTICE

POSITION TITLE:	Peer Support Specialist	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; 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; 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.

BENEFIT PACKAGE:

None

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

 1/19/2017
Agency Representative Date