The P.E.E.R. Center
205 North Hamilton Rd.
Whitehall, Ohio 43213
PHONE: (614) 453-4830 FAX: (614) 453-4845

POSITION VACANCY NOTICE

POSITION TITLE:	Peer Support Specialist	**POSTING DATE:**	May 2018
WORK SITE:	205 North Hamilton Rd. Whitehall, OH 43213 or Satellite Sites	**WORK HOURS:**	Part Time As scheduled

DESCRIPTION OF DUTIES:

Welcome participants (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 peers 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. Resident of Franklin County. An individual with lived experience demonstrated by the ability to articulate personal tools and journey of recovery. This may include a significant period of living in recovery without hospitalization and /or a significant period of being clean and sober. Free of jail time for five years.
Ability to maintain confidentiality and must be trustworthy and responsible.

BENEFIT PACKAGE:
None

To apply please submit an application and/or resume to 205 North Hamilton Rd. Whitehall, OH 43213

Deidra Jones 5/21/18
Agency Representative Date