

The P.E.E.R. Center
205 North Hamilton Rd.
Columbus, Ohio 43213

PHONE: (614) 453-4830

FAX: (614) 453-4845

POSITION VACANCY NOTICE

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|------------------------|--|----------------------|---------------------------|
| POSITION TITLE: | Center Support Specialist / Security | POSTING DATE: | April 2019 |
| WORK SITE: | 205 North Hamilton Rd. Columbus 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. Supervise center and community activities by assuring the safety and security by thorough and consistent monitoring of inside the buildings and the outside Center grounds. Enforce the agency's code of conduct (i.e., call police as needed; ask individuals to leave when necessary, redirect behaviors). Respond to any situation that could potentially endanger staff or participants. Monitor parking lot area for suspicious activity, illegally parked cars, vandalism, etc.

- Function as peer support specialist by providing one-on-one and group support to individuals.
- Engage with participants who may exhibit behaviors that are disruptive to others.
- Answer the telephone and take messages as needed. Provide telephone peer support as needed. Maintain confidentiality of staff and associates (participants). Assist in the facilitation and development of groups, workshops, activities, and events that support recovery.
- Assist in ensuring that petty cash, supplies, equipment and electronics are kept in a secure manner.
- Supervise Center and community (outings) activities.
- Communicate verbally and/ or with written reports with Security / Facilities Director.

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 de-escalating 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 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. 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 205 North Hamilton Rd. Columbus, OH 43213

 4/19/19
Agency Representative Date