

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

PHONE: (614) 453-4830

FAX: (614) 453-4845

POSITION VACANCY NOTICE

POSITION TITLE:	Peer Support Supervisor	POSTING DATE:	May 2022
WORK SITE:	205 North Hamilton Rd. Columbus, OH 43213	WORK HOURS:	Full-Time 32 Hrs/Week - TBD

POSITION QUALIFICATIONS:

Ideal Candidate is a Certified Peer Recovery Supporter or is licensed in a mental health or related field with supervisory experience. Up to three years of relevant experience may be substituted. Self-identified as receiving mental health, alcohol and other drug, or trauma recovery services, now or in the past. Significant period of recovery as demonstrated by at least two years without hospitalization lasting longer than 72 hours, clean and sober for two years and free of jail time for five years. Knowledge and competency with computers including use of Microsoft Office, internet search engines and willingness to learn other software as needed for program management and / or billing purposes. Must have good oral and written communication skills and ability to maintain files and other paperwork. Must have a valid Ohio Driver's License and good driving record. Resident of Franklin County.

POSITION FUNCTION:

Under the supervision of the Assistant Director, assist in the planning, development and operation of The PEER Center to ensure the operation of the program is conducted in an effective manner. Develop and implement trainings, workshops, groups or other activities that support recovery. Supervise, schedule and review the peer support coordinators, specialists and volunteers acting as peer support specialists.

DUTIES AND RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING ESSENTIAL JOB FUNCTIONS:

1. Initiate, coordinate, implement and evaluate Center recovery services and activities.
2. Develop trainings, workshops, activities, groups and events that support recovery.
3. Function as a peer support specialist and provide support to participants, including those that exhibit behaviors that are disruptive to the smooth operation of the Center.
4. Assist with planning and organizing events or outings in the community, assist in the planning of transportation to and from activities and provide support to participants.
5. Recommend and develop new programming.
6. Ensure that participants complete required evaluations of services.
7. Assist with the preparation of monthly calendar events and newsletter, in collaboration with Assistant Director or Site Manager.
8. Participate in marketing activities, such as staffing information booths or other outreach activities.
9. Ensure safety of the environment per the agency's Code of Conduct Policy.

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10. Participate in fund raising events and activities.
11. Perform other duties as assigned to promote the Center.

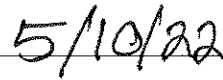
POSITION (S) SUPERVISED: Peer Support Specialists, coordinators and volunteers

BENEFIT PACKAGE:

Full agency benefit package at full time level

To apply please submit an application and resume online via our website at
www.thepeercenter.org.


Agency Representative


Date