



**Location:** Central Islip, NY 11722

March 2017

## **Peer Specialist**

EAC Network seeks a part time Peer Specialist position for its Safe Harbour program located in Central Islip. The Peer Specialist is responsible for providing peer support to families and assisting the Case Management Unit in all aspects of its operations in the Child Advocacy Center - Safe Harbour Program. The position is available immediately for up to 10 hours flexible, with some evenings and weekends as needed. EAC is an EOE. All qualified applicants will be afforded equal opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, marital or protected veteran status.

Candidates are encouraged to view agency website at: [www.eac-network.org](http://www.eac-network.org)

### **QUALIFICATIONS:**

- High School Diploma or GED required. Persons in recovery must have a minimum of three years' sobriety as per funder requirements.
- Working knowledge of criminal justice issues, mental illness, substance abuse and/or adolescent behavior preferred.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.
- Must possess a valid NYS driver's license and have access to a vehicle.
- Must have good communication skills, both oral and written.

### **RESPONSIBILITIES:**

- Provide peer support to families in crisis struggling with problems such as human trafficking, sexual abuse, substance abuse and mental illness. Peer support includes home visits, telephone reassurance, advocacy and encouragement for clients.
- Take clients on recreational outings and assist with facilitating the Teen Enrichment adolescent groups with other EAC Network programs.
- Ensure clients receive required visits per month as per supervision.
- Adhere to flex fund and petty cash procedures.
- Complete written reports and progress notes in a timely manner regarding clients' progress.
- Participate in team meetings and case conferences as needed.
- Participate in trainings.
- Maintain professionalism when interacting with families and all collateral contacts.
- Develop and facilitate monthly educational workshops and groups for adolescents when assigned by supervision.

### **HOW TO APPLY:**

E-mail resume/cover letter to: [employment@eacinc.org](mailto:employment@eacinc.org)