



Support Connection, Inc.
www.supportconnection.org

Job Title: Peer Counselor

Support Connection seeks a dedicated, empathetic and compassionate individual, who is a survivor of breast, ovarian or gynecological cancer, to serve on our staff as a Peer Counselor. There are two other Peer Counselors on staff. Together, the Peer Counselors are responsible for direct service provision, as well as planning and implementing all services and programs offered by Support Connection. Extensive training will be provided. This is a full-time position reporting to the Director of Services and Communication.

About Support Connection

Support Connection, Inc., established in 1996 and based in Yorktown Heights, NY, is a 501 (c) 3 not-for-profit organization whose mission is to provide emotional, social and educational services to women, their families and friends affected by breast, ovarian and gynecological cancer. All services are free and confidential, and are delivered by the Peer Counselors on our staff, cancer survivors themselves. Services are provided throughout Westchester, Putnam and Dutchess counties, as well as nationwide through our toll-free helpline, email and virtual programs. One-on-one services are offered Mon. – Fri., 9am – 5 pm. Support groups and other programs are held during the day as well as some evenings and occasional weekends.

Support Connection's model of service delivery is unique: It is a peer-to-peer model which emphasizes helping people to find their own strengths and answers by offering empathetic support, educational information, and resources, and also connecting them with others who have experienced similar challenges. Peer Counselors are trained to work within this specific model and approach.

For 6 consecutive years, Support Connection has been honored with a Top-Rated Award by GreatNonprofits. Support Connection has also earned GuideStar's Platinum Seal of Transparency, their highest level of recognition.

In addition to three Peer Counselors, Support Connection has six other staff members, as well as an accounting consultant and an IT consultant. There are also many volunteers who assist with office tasks, events, and select services/programs.

Requirements

- Must be a survivor of breast, ovarian or gynecological cancer.
- Must have completed cancer treatments at least one year ago or more.
- Must be able to work in person at our Yorktown Heights, NY office.
- Must be available to work some evenings and occasional weekends.
- Must have the ability and desire to provide support services to individuals who are at all stages of cancer (including diagnosis, treatment, recovery, recurrence and end of life) as well as their family members and friends.
- Must respect the uniqueness of each person's situation, in order to personalize services that address his or her needs, while also maintaining confidentiality.

Responsibilities

Work collaboratively with other Peer Counselors, Director of Services and Communication, and volunteer support group/program facilitators, to ensure effective delivery of Support Connection's cancer support services. Maintain detailed records of services provided as per Support Connection's guidelines. The following responsibilities are shared by/distributed among all of the Peer Counselors:

Services Provided to Individuals

- Provide personalized counseling (by phone, email and/or in person) to people affected by breast, ovarian and gynecological cancer. Includes the person with cancer as well as family members and friends.
- Provide personalized information, referrals and other supportive services (by phone, email and/or in person) to people affected by breast, ovarian and gynecological cancer. Includes the person with cancer as well as family members and friends.

Support Groups and Educational/Wellness Programs

- Maintain and evaluate ongoing breast, ovarian and gynecological cancer support groups.
- Facilitate ongoing breast, ovarian and gynecological cancer support groups.
- Create, implement and evaluate a year-round calendar of educational and wellness programs.
- Lead/facilitate educational programs and discussions.

Other Responsibilities

- Represent and speak about Support Connection at events in the community as needed.
- Perform additional duties as needed per direction of supervisor and/or Executive Director.

Qualifications

- Positive attitude, showing compassion and empathy throughout delivery of services.
- Enjoy working in a fast-paced environment, with the ability to adapt to changing circumstances.
- Must be flexible and enjoy working independently as well as on a team, with a desire to learn and grow.
- Prior participation in Support Connection services is helpful.
- Fluency in Spanish a plus.
- Computer skills helpful, including familiarity with Outlook, Word and Excel.
- Professional or educational background in counseling or human services helpful, but not required.

Why Work at Support Connection?

Support Connection is the right place for you if you are seeking a long-term commitment and a rewarding job, where your experience with cancer, along with hard work and talents, will benefit people and families impacted by breast, ovarian and gynecological cancer. Support Connection offers:

- A pleasant and supportive work atmosphere that recognizes and appreciates the importance of your role.
- Learning opportunities and growth potential to expand your role in the organization, contributing to your success and the fulfillment of the organization's mission.
- A generous vacation package, 401 (k) plan with employer contribution, Flexible Spending Plan.
- The ability to find great personal fulfillment, knowing your dedication is making a difference in many lives.

Support Connection, Inc. is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. Support Connection, Inc. makes hiring decisions based solely on qualifications, merit, and organizational needs at the time.

To apply for position, email resume plus a cover letter that includes how you learned of the position and why you feel you are a good fit. Send to: Katherine Foley, Director of Finance and Business Operations: manager@supportconnection.org