



**Support Connection, Inc.**  
[www.supportconnection.org](http://www.supportconnection.org)

### **Job Title: Peer Counselor**

Support Connection has an immediate opening for a dedicated, empathetic and compassionate individual, who is a survivor of breast, ovarian or other gynecological cancer, to join our existing staff of Peer Counselors. Together, our 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 part-time position (21 hours per week) with full-time potential. Along with the other peer counselors, position reports to the Executive Director.

### **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 change fear to hope by providing free emotional, social, and educational support to people impacted by breast, ovarian, or gynecological cancer. All services are free and confidential, and delivered by the Peer Counselors on our staff, cancer survivors themselves. Support Connection's model of service delivery is unique: It is a peer-to-peer model which helps people by offering empathetic support, educational information, resources, and connecting them with others who have experienced similar challenges.

Support Connection has been honored with a Top-Rated Award by GreatNonprofits, earned GuideStar's Platinum Seal of Transparency and is recognized by Charity Navigator.

### **Job Requirements**

- Be a survivor of breast, ovarian or other gynecological cancer.
- Have completed active cancer treatment two or more years ago.
- Position is in our Yorktown Heights, NY office
- Be able to participate in the peer counseling training program during the first months of employment.
- Be available to work some evenings and an occasional weekend day.
- 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.

### **Job Responsibilities**

- Work collaboratively with Peer Counseling team, and Support Connection staff.
- Maintain documentation per Support Connection's guidelines.
- Provide personalized counseling (by phone, email and/or in person).
- Provide personalized information, referrals and other supportive services.
- Facilitate ongoing support groups.
- Participate in departmental collaboration to create, implement and evaluate a year-round calendar of educational and wellness programs.
- Lead/facilitate educational programs and discussions.
- Represent and speak about Support Connection at events in the community as needed.
- Perform counselor-related duties per direction of the 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.
- Enjoy working as part of a collaborative team with the ability to work independently and a desire to learn and grow within the position.
- Background in counseling or human services preferred.
- Prior participation in Support Connection services is helpful.
- Computer skills helpful, including familiarity with Outlook, Word and Excel.
- Fluency in Spanish a plus.

## **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.
- A generous PTO package, 401 (k) plan with employer contribution, Flexible Spending Plan.

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.

Salary Range: \$25,000-\$30,000 commensurate with experience.

***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. Serious inquiries only.***

***Send to: Katherine Foley, Director of Finance and Business Operations: [manager@supportconnection.org](mailto:manager@supportconnection.org)***