



POSITION DESCRIPTION

Gallia County Benefit Bridge Peer Supporter

Sojourners Care Network

Sojourners Care Network, a nonprofit organization rooted in Appalachian Ohio, empowers young people to become healthy, responsible, and productive citizens now and in the future.

We are seeking an organized, family-centered individual as a Peer Support Coordinator for Sojourners' Family Support Team.

Type of Position: Full-time, salaried. 40 hours per week. Sojourners Coordinator level position: Salary \$32,000-\$36,000 annually, depending on education, experience, and relevant credentials. Sojourners' Staff Classification Scale will provide guidance for compensation. Eligible for full benefits, including life insurance, employee health reimbursement account, and optional medical, vision, and dental insurance.

This position is contingent upon continued grant funding. In addition, this position is required to provide mental health supportive services to young adults through Sojourners' partnership with Hopewell Health Centers Inc.

Locations: Current headquarters is Gallipolis, Ohio. Remote work and extensive work-related travel throughout the region is required.

General Purpose:

Benefit Bridge is a pilot program funded by the Ohio Department of Job and Family Services with the goal of supporting vulnerable populations in Gallia County in obtaining long-term self-sufficiency. The mission of the program is to offer a variety of supports and incentives to participants during their transition to employment that can help make the path to self-sufficiency more easily accessible.

Work Hours: The typical hours for this position are 8:00 a.m.-4:30 p.m. Monday to Friday; however, some weekend and evening hours may be required.

Supervision: The Benefit Bridge Peer Supporter is supervised and directly reports to Sojourners' Peer Support Supervisor.

Job Duties:

- Develop and manage timelines, coordinate activities, and organize workshops/events.
- Build relationships, assess needs, coordinate intake, and facilitate sessions.
- Collect and report data, prepare documentation, and ensure regulatory compliance.
- Develop community partnerships, represent the organization, and strategize outreach.
- Assess program effectiveness, lead quality initiatives, and stay informed on best practices.
- Handle scheduling, maintain records, and manage resources including using computer-based reporting systems.

Qualifications:

- Must be at least 18 years of age
- High school graduate or equivalent credential
- Valid driver's license
- Current auto insurance coverage
- Lived Experience as a recipient of SNAP or other entitlement programs
- Ability to pass Sojourners' screening process, including drug screening and background checks

Key Competencies:

- **Program Coordination:** Strong skills in planning, organizing, and executing programs and events effectively.
- **Communication:** Clear and effective communication with staff, participants, community partners, and stakeholders.
- **Relationship Building:** Expertise in establishing and maintaining productive relationships with clients and community partners.
- **Problem-Solving and Decision-Making:** Aptitude for analyzing challenges and making informed decisions to address them.
- **Financial Acumen:** Competence in budget management, resource allocation, and identifying funding obstacles in individuals living through income transitions.
- **Compliance and Reporting:** Attention to detail in ensuring adherence to regulations and accurate documentation.
- **Continuous Improvement:** Proactive approach to evaluating processes and implementing enhancements for better outcomes.
- **Community Outreach:** Ability to develop and implement strategies to engage participants and stakeholders.
- **Time Management and Organization:** Excellent skills in managing multiple tasks, scheduling, and logistical coordination.

Employment Screening: Employment with Sojourners Care Network is contingent upon successfully passing required background checks and drug screening. Offers of employment are not extended until screening results are received, which may take 2 to 4 weeks.