

**Nationalities Service Center – Job Announcement**

Peer Specialist Part-Time

**History and Mission**

NSC is a non-profit organization that provides social, educational, and legal services to immigrants and refugees in the greater Philadelphia area. Our strength lies in the diversity of our clients and services. Since NSC’s founding in 1921, our mission has been to help immigrants and refugees participate fully in American society. Each year, we help approximately 5,000 individuals from over 100 countries.

**Position Overview**

The Peer Specialist will assist with outreach and community engagement under the Health and Wellness department. The Peer Specialist will conduct individual, group and community level outreach to identified special populations.

The Peer Specialist has internal contacts with the entire NSC staff and external contact with clients and the general community. This position has access to sensitive NSC information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent NSC in a professional manner.

The position includes a 6-week mandatory Peer Specialist training in January and February and community event planning March-August.

**Essential Duties and Responsibilities:**

* Conduct outreach through various mechanisms with impacted communities.
* Assess community needs to guide program implementation.
* Coordinate community gatherings and events.
* Lead community gatherings and follow up meetings and events.
* Perform clerical and administrative duties to support program documentation and evaluation.
* Maintain accurate and timely program documentation.
* Adheres to NSC’s security and confidentiality guidelines and ensures the appropriate handling of sensitive information.
* Other duties as assigned within the scope of position expectations.

**Non-Essential Functions**

1. Adheres to NSC’s security guidelines and ensures the appropriate handling of sensitive information.
2. Attends relevant staff meetings to promote communication and execution of goals.
3. Other duties as assigned within the scope of position expectations.

**Knowledge, Skills, and Abilities**

1. Understanding of NSC goals and objectives and ability to work and contribute as part of a larger team.
2. Strong understanding of issues relevant to refugees and immigrants.
3. Ability to foster excellent relationships with clients, staff and partners.
4. Demonstrates ability to manage multiple tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
5. Basic understanding of computer operations and use a variety of common software programs including Microsoft Office, spreadsheets, and customized databases.
6. Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
7. Demonstrates ability to work with other people through a cooperative effort.
8. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, program members and the community.
9. Adheres to all NSC policies and procedures.

**Experience, Education, and Licensure**

**Minimum Experience**:

Community member

Bi-lingual preferred

Basic computer knowledge (email, document writing, record keeping)

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. Operate general office equipment with frequent work at a computer workstation.
3. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is frequently high.
2. Although work is primarily indoors, you may be required to travel outside to community locations.
3. Work outside of traditional work hours may be necessary based on operational and agency needs.

**Compensation:**

The position is part-time, non-exempt, and salary is $12/hour 9 hours/month: January 2019-August, 2019

**6-Week Training:** Mondays,1/7, 1/14, 1/28, 2/4, 2/11, 2/25, 10am-1pm

**Community event every other month:** March, May, July

**How to Apply**

For consideration, please send your cover letter and resume to Human Resources, jobs@nscphila.org by **February 15, 2019.**

*NSC does not discriminate in employment because of age, sex, race, religion, national origin, and sexual orientation or for any reason not relevant to the qualifications of the position.*