



112 W. North Avenue  
Pittsburgh, PA 15212  
412.321.3343

[www.foundationofhope.org](http://www.foundationofhope.org)

## Aftercare Peer Support Specialist Position Description

### Overview

The Foundation of HOPE is the region's preeminent interfaith non-profit organization providing unparalleled Aftercare, Chaplaincy, Diversion, and Pre-Release programming that empowers incarcerated and returning citizens to restore their relationship with God, rebuild their lives, and reconcile with their communities.

The Aftercare **Peer Support Specialist** assists, guides, and counsels formerly incarcerated individuals; ensuring that they have the necessary resources and support to successfully re-enter their communities, reconnect with their families, and avoid returning to jail or prison.

<u>Reports To:</u>	Aftercare Director
<u>Status:</u>	Fulltime/Exempt
<u>Office Location:</u>	Pittsburgh's Northside Community
<u>Benefits:</u>	Competitive salary, paid vacation, generous PTO schedule, 401k retirement plan, various training/certification/professional development opportunities, mileage & parking reimbursement. <u>Note:</u> Currently, Foundation of HOPE <b>does not</b> provide health care insurance for employees.

### Primary Responsibilities

- Engage regularly with Aftercare participants to offer one-on-one support and counseling.
- Utilize HOPE's *Corporate Plan* tool to assist participants in identifying, setting, and achieving personal re-entry goals. Monitor goals on a quarterly basis, celebrating milestones and adjusting as needed.
- Connect participants with community resources including basic needs assistance, housing, employment, counseling, mentoring, and support groups to ensure successful re-entry.
- Identify and respond to potential recidivism warning signs (depression, isolation, substance use, etc.) exhibited by Aftercare participants; providing effective interventions and emotional support.
- Assist with weekly PIRC (*Positive Initiative to Reinforce Change*) meetings including facilitating groups, developing discussion topics & questions, and training & supporting meeting facilitators.
- Represent HOPE Aftercare at various community and social service provider meetings.
- Identify new community resources and opportunities for supporting Aftercare participants.
- Speak to various community groups (e.g., Rotary, AA/NA, chambers of commerce), faith-based communities (e.g., churches, mosques, synagogues), corporations & businesses to raise public awareness and generate support for HOPE Aftercare participants.

**Required Skills & Experience**

- Compassion, empathy, and patience.
- Genuine recognition of the dignity of all people regardless of their past history and/or mistakes.
- Peer Support Specialist Certification.
- 1-3 years of experience as a Peer Support Specialist, preferably in the field of re-entry.
- Lived re-entry experience; former incarceration.
- Working knowledge of local re-entry resources including trauma, crisis, housing, employment, substance abuse, AA/NA meetings, and basic needs assistance.
- General knowledge of substance-use disorder.
- Excellent listening and communication skills.
- Computer-literate (able to enter information and navigate participant database).
- High school diploma or GED.
- Valid driver's license and personal transportation.
- Substance-free for the past 3 years or longer. Ability to pass initial intake drug test.

Interested candidates should submit a cover letter and resume by:  
**Friday, September 17, 2021** via regular mail to:

Deacon Keith G. Kondrich  
Aftercare Director  
Foundation of HOPE  
112 W. North Avenue  
Pittsburgh, PA 15212

Electronic copies are acceptable and should be sent to:  
***kkondrich@foundationofhope.org***



*The Foundation of HOPE is committed to providing a non-discriminatory employment environment for its employees. The policy of the Foundation of HOPE is to fully comply with applicable federal, state, and local laws, rules, and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or older), military, and veteran status is prohibited.*