



Job Title: Support Specialist

Reports to: Executive Director

Job Summary:

The Support Specialist will involve members in constructive use of leisure time within the Center and in the Community. The Support Specialist will interact with members in a manner which fosters recovery. All Support Specialists are expected to maintain a professional and confidential relationship with members of the Center.

Duties and Responsibilities:

- Facilitate and participate in daily planned activities while promoting a general tone of acceptance and harmony. Encourage member participation in all aspects of Center life.
- Perform duties and responsibilities within the limits of the Center's program, policies, procedures, and budget.
- Consults with Director on an ongoing basis regarding problems, improvements, and overall quality of Center program.
- Prepare meals in the absence of the cook and on weekends. Assist the cook as needed, including the overseeing of clean-up and proper storage of left overs. Set up, serve, and clean up evening snack.
- Complete paperwork daily including the Daily Report, attendance sheets, log book entry, and chore tracking. Track and secure all money collected for the day. Complete incident reports as needed.
- Monitor the front door. Welcome all members, potential members, visitors, and volunteers upon arrival.
- Share in responsibilities and work as a team with other staff.
- Maintain the order of the Center and safety of the members.
- Safely operate the Center vehicle on scheduled activities and city run.
- Attend all staff meetings.
- Perform other duties at the request of the Director based on Center needs.

Qualifications:

- Demonstrate ability to relate to individuals recovering from mental illness.
- Demonstrate ability to work as a team member.
- Ability to work independently without direct supervision.
- Valid driver's license, safe driving record, and willingness to drive a multi-passenger vehicle.
- High School diploma or equivalent.

Arch Street Center
629 North Market Street
Lancaster, PA 17603

(717) 392-8536 • info@archstreetcenter.org • www.archstreetcenter.org