



Peer Support Program Manager

The Hive Community Circle (The Hive) is a local non-profit organization that was founded in 2015 with a visionary spirit and urgent objective: to help prevent violence against some of our nation's most vulnerable women and girls. Our mission is to provide unwavering support and compassion to the most impacted yet most underserved survivors of sexual assault, intimate partner violence, and stalking in SC.

Position Summary: The Hive Community Circle seeks to hire a **Peer Support Program Manager** who will be responsible for overseeing and managing the further establishment of holistic wellness, mental health, and economic justice services of The Hive. In addition, they will manage a trauma-informed culturally specific team of advocates and ensure that the appropriate outreach and retention for BIPOC survivors of sexual assault/abuse, and their loved ones remain a priority while working consistently within the mission, vision, and values of The Hive Community Circle.

Job Expectations:

Direct Services, Outreach and Administration:

- Provide a full range of therapeutic services to include crisis, individual, and group counseling for survivors of sexual assault/intimate partner violence or stalking and their loved ones using a diverse range of traditional and non-traditional trauma informed culturally relevant models, agency-selected, evidence-based best practice therapy models.
- Oversee the implementation and sustainability of healing and wellness services of Peer Support Programming inclusive to healing circles.
- Provide holistic wrap around services to include maintenance of program participant files for assigned caseloads and working in collaboration with other community agencies to provide the best level of service and care for each individual.
- Conduct and assess evaluations and exit interviews completed by program participants.
- Maintain timely and quality documentation to agency and ethical standards. Ensure all documentation for group services are submitted and entered in the database within 48 hours of contact.
- Actively participate in agency meetings, programming, and in any additional training and development opportunities provided or assigned by the agency. Develops, facilitates and actively participates in agency and staff training, professional development, agency/team meetings and agency functions.
- Participate in the on-going process of evaluation and revising of policies, procedures, and forms as appropriate.
- Oversee the Case Management Platform ensuring information and numbers are entered in a correct and timely manner. Oversee the case management platform and maintain timely and quality documentation to agency and ethical standards; maintain survivor confidentiality as required and appropriate.
- Manage and respond to records requests and subpoenas per agency policy.



- Exercise discretion when representing the agency, upholding ethical standards, and maintaining survivor confidentiality as required and appropriate.

Organizational and Program Development:

- Oversee the development of programming done in collaboration with the CEO and informed by the department, those served by the organization, and other stakeholders with overall program development.
- Coordinate referrals received within the service area.
- Facilitate staff training and development.
- Assists in the development and management of program budget, including review and approval of purchase order requests.

Supervisory/Leadership:

- Provide administrative and clinical supervision to assigned staff.
- Oversee daily operations for direct service functions.
- Demonstrate professionalism and leadership in all manners of service delivery to program participants and community.
- Work efficiently as the leader of the Peer Support Team per organization's mission, vision, values, and culture.

Outreach:

- Build relationships and collaborate respectfully with other service providers, community partners, organizations, and agencies.
- Represent agency at various community meetings and facilitate community training as needed.
- Work in collaboration with other team members to enhance service provision.
- Other duties as assigned to meet the organization's goals and objectives.

Supervisory Responsibilities:

- Participates in the hiring and training process of reporting departmental team members.
- Organizes and oversees the workflow for reporting departmental team members.
- Conducts feedback discussions that are timely and constructive, as needed.
- Handles discipline and performance discussions of reporting team members, as needed and in accordance with organization policy.
- Ensure all grants, operating standards and program goals are met.

Qualifications and Requirements:

- Must have a master's degree in counseling, social work, or similar field.
- Must have a minimum of three (3) years of clinical experience working with individuals and/or groups.
- SC licensure required or in progress and under supervision (i.e., LPCS, LPC, LMFT, LMFTS, LMSW, LISW-CP).
- Experience in conducting and facilitating risk, suicide and safety assessments and interventions.
- Skilled in providing administrative and clinical supervision with minimum 2 years of management experience.
- Experience working with survivors of sexual assault, intimate partner violence, and/or abuse, highly preferred.



- Experience working with underserved populations and/or facilitating training is preferred.
- Ability to organize workflow, prioritize and manage multiple projects with minimal direction, meet deadlines, and demonstrate a keen attention to detail.
- Excellent verbal and written communication skills and demonstrated ability to build strong collaborative relationships with internal and external partners.
- Proficient computer skills, including Microsoft Suite and virtual meeting apps (Microsoft Teams & Zoom).
- Demonstrate initiative and professionalism and demonstrate a high-level of critical thinking skills.
- Strong commitment to The Hive Community Circle's mission and philosophy.

Working Conditions:

- Due to the nature of work and scheduled events and meeting attendance requirements, this position may require working hours on weekends and evenings as needed.

Physical Requirements:

- Office-type environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.).
- Ability to sit at a desk and work on a computer for prolonged periods.
- Ability to lift up to 15 pounds, at times.

Organization Benefits and Perks:

The Hive offers a variety of growth and professional development opportunities, as well as a welcoming environment for team members.

- Competitive Compensation
- Professional Development Opportunities
- Wellness-Based Offerings
- Paid Holidays

Job Details

Job Type: Full-time

Schedule: 40 hours per week (Schedule will include evenings) (Weekends will be occasional)

Salary Range: 55K-60K

Location: Columbia, SC.

Other Benefits:

- Health and Wellness Benefits
- Employee Assistance Program
- Flexible schedule



- Short-Term and Long Term Disability Insurance
- Flex Time redemption for hrs worked over weekly 40
- Paid time off
- Paid federal holidays
- Three weeks paid vacation at the end of the year.

The Hive Community Circle is a culturally specific peer based advocacy organization providing statewide support to women and girls 11+ who have been impacted by sexual assault, intimate partner violence, and stalking in SC.

To apply, submit resumes and cover letters to hello@thehivecc.org. Accepting applications until Monday, November 18, 2024. If you have any questions please contact us at (803) 888-7725 or email us at the email provided above.