Community Wellness
Peer Health Advocate 2014-2015
Job Description

Position Description
The Community Wellness Program is looking for student applicants for the position of Peer Health Advocate (PHA). Three PHAs will work as a team and individually to deliver interactive skill-building sessions in a variety of campus settings. PHAs are responsible for creatively and tenaciously seeking ways in which to engage the Reed community in structured wellness-related discussions and workshops (e.g., relating to one’s stress, how to eat healthfully and simply, scheduling for a ‘balanced’ student life) that result in increased self-empowerment through skills-acquisition by participants.

PHAs are competent and engaging facilitators; devoted to collaborating with diverse Reed community groups to implement culturally-inclusive wellness curriculum; skilled in establishing and maintaining relationships with community stakeholders; creatively promote events; adhere scrupulously to deadlines; research and utilize current methods for skill-building among peer groups; and demonstrate a commitment to the mission of Reed Student Services and Community Wellness.

Supervisor: Community Wellness Program Manager

Principal Responsibilities
1. Upon completion of training, exhibit appropriate mastery of content and ability to confidently facilitate peer discussion groups and workshops
2. Complete timeline-driven tasks and record progress appropriately; adhere to event checklist; perform data collection (e.g., surveys), and complete bi-annual reports.
3. Maintain regular contact with Student Services offices, student groups, and other campus constituents to assess CW opportunities for service;
4. Research, contact, and consistently follow up with both on- and off-campus wellness resources under minimal supervision and report regularly on progress
5. Participate in weekly meetings, complete assigned tasks and weekly work progress log as instructed
6. Honor confidentiality of fellow students; report any dangerous behaviors immediately to Supervisor or Health and Counseling on-call staff
7. Communicate professionally with Supervisor, student-staff, and community members; and perform all other duties as the situation dictates.

Qualifications
1. Current Reed student
2. Must available to work beginning August 20, 2014 and complete training prior to August 26
3. Previous experience related to leadership development; group facilitation; peer education
4. Superb time-management skills; ability to work evenings and weekends
5. Experienced user (or quick learner) of Microsoft Word, Excel, Google Groups, Google Drive
6. Previous Reed or Portland community involvement (eg: student group, student-staff role, volunteer position, faculty research)
7. Experience completing tasks both under direct supervision and independently
8. Must be able to coordinate details, resources, and personnel to ensure professional and timely execution of multiple projects throughout year
9. Commitment to and passion for the mission of Reed Student Services and the Community Wellness Program
10. Cannot currently be on academic probation, have more than two AOD violations or a disciplinary record related to AOD, sexual assault or harassment

Hours
The person in this position will be expected to work approximately 4 hours per week, with the possibility of more hours with increased work demands. Expect to work evenings and some weekends.

Start date: PHAs are expected to attend job orientation (approximately 2-4 hours total) in late April, then begin on-campus training and regular work starting August 22, 2014.

Pay: $10.23/hr

Application deadline: 10am, Friday April 11, 2014.

Application method: Via email to CW Program Intern at chase.doremus@reed.edu.
   ● One-page letter of interest that answers the following questions:
      1. Why are you interested in obtaining this job/working in CW?
      2. How do your skills and experiences match up with the needs of the position?
      3. What particular aspects for improvement regarding student wellbeing can you identify, and how would you propose addressing this issue in the community as a PHA?
      4. Current resume
   ● Name all files you submit: LastFirst_PHAapp_MMDDYY or LastFirst_PHAresume_MMDDYY

Please contact Rachel Wagner via phone (503-517-7633) or email wagnerr@reed.edu for questions.