



JOB DESCRIPTION
EMPLOYMENT PEER MENTOR

The Employment Peer Mentor will draw from their experiential knowledge to inspire hope and empower others in similar situations, by providing social and emotional support in order to assist their peers on the path of recovery. The goal of the program is to provide a collaborative, client-centered and person-directed program that responds to the varied and diverse needs of individuals who are experiencing mental health and/or addiction challenges.

Report to: Manager

MAJOR RESPONSIBILITIES

Peer Management Service

- Establish and maintain relationships with peers through developing trust and rapport and working towards the peers identified goals and needs.
- Work in cooperation with the Employment Specialists and/or Pre-Employment Specialists to contribute to the client's individualized employment plan focusing on each person's strengths, identified needs, hopes, desires and personal recovery goals with a clear emphasis on successfully achieving their employment goals
- Provide agency information to individuals in person or over the phone
- Assist peers in various activities such as, community re-integration and developing effective work habits
- Build and maintain links to service providers throughout Halton
- Actively engage with peers at Stride and in the community to increase referrals
- Collaborate with appropriate community agencies and family members as required
- Support peers managing their mental health challenges in the workplace
- Advocate on behalf of peers
- Assist in public education and program promotion
- Complete intake assessments, wellness plans, and Core OCANs with peers
- Work in cooperation and collaboration with other Stride staff to provide individual support to peers and assist them in problem solving, decision making, and realistic employment goal setting.
- Assist in navigating mental health services in the community
- Provide mentorship role

Peer Support Service

- Identifying transferrable skills to increase confidence and self-esteem
- Establishing employment related goals and provide positive reinforcement for improvement
- Promoting transitional training opportunities, i.e. café, lawn cutting, snow removal, etc.

- Supporting exploration of employment opportunities that align with transferable skills and abilities
- Providing mentoring and job coaching support for peers employed in the community
- Providing peer follow up and long-term support as required
- Assisting peers with skill development, i.e. time management
- Providing mentoring and job coaching support for peers employed in the community
- Supporting peers during appointments as needed
- Supporting peers to increase their independence

Promoting Stride Service

- Marketing program workshops Involvement in public education, community relations and program promotion on an ongoing basis and network with community agencies and service providers
- Design and deliver workshops and trainings as needed, to promote community awareness of mental health, employment strategies and Stride services
- Generate community awareness and conduct presentations to promote agency programs and services

Administrative

- Participate in staff training and personal skill development opportunities related to aspects of program development and program service delivery
- Contribute to Stride social media content as needed
- Active participation in the Peer Mentor Team
- Recommend the design and/or improvement of control systems and program procedures
- Comply with all responsibilities in the occupational Health and Safety Act, all Stride policies and procedures and agree to treat health and safety with a high priority while employed at Stride
- Use Client Record Management System (CRMS) to enter necessary data and maintain up-to-date files for clients assigned to caseload
- Promote and demonstrate the values of the agency within the workplace and in the community
- Daily maintenance of premises, equipment and tools
- Record-keeping of supplies, petty cash, inventory, and attendance
- Supervise and assist students and volunteers as required

KNOWLEDGE AND RESPONSIBILITIES – KEY COMPETENCIES

- Facilitate Peer Engagement Groups and Presentations, providing opportunities for networking and education
- Facilitate Pre-Employment Groups, i.e. problem solving, communication, budgeting, stress
- Facilitate Stride Employment Focus Groups - educational talks to providers or peers, families and other community mental health support groups
- Engage in activities that promote Stride programs to increase peer participation rate and referrals
- Attend meetings, community networking events and employment fairs, as required
- Complete necessary documentation according to agency guidelines

- Participate in assigned seminars, training and education sessions and in regional Peer Mentor advocacy groups and best practice development
- Comply with all responsibilities in the Occupational Health and Safety Act, all Stride policies and procedures and agree to treat health and safety with a high priority while employed at Stride
- Supervise and assist students and volunteers as required.
- Awareness of Ontario Disability Supports Program(ODSP), Ontario Works(OW), Health and Safety, Ontario Human Rights, Employment Standard Act
- Demonstrated ability to work within a team environment and independently
- Ability to adapt to various work environments (office, community, training site, family home) and able to flex work hours to meet program, employer and peer demands
- Excellent ability to build trusting and professional relationships
- Establish supportive and respectful relationships with peers and ensure confidentiality
- Must be able to meet the physical and mental demands of the position
- Satisfactory employment and attendance record required

QUALIFICATIONS

- Must have lived experience within the addictions and/or mental health system
- Completed post-secondary education in a related field or equivalent work experience may be considered
- Proven confidence to advocate with an open mind of lived experience, within the addiction and mental health system to reduce stigma
- Knowledge of community resources available in the region of Halton
- Knowledge and understanding of specific issues facing people with disabilities, accommodation and disclosure and sound knowledge of common challenges faced by those navigating employment
- Active in your own recovery process with the ability to draw on your personal experiences to engage, validate and role model when appropriate

REQUIREMENTS

- Ability to travel throughout the region, must have valid driver's license, relevant insurance, and use of own reliable vehicle
- Must have, or be willing to complete, a current Vulnerable Sector Criminal Record Check
- Knowledge of psychosocial rehabilitation and the Recovery Model
- Proven ability to operate independently while demonstrating a high level of integrity and professionalism
- Strong organizational and time management skills; able to meet deadlines in a fast-paced environment
- Excellent interpersonal, communication, and teamwork skills
- Availability to work flexible hours including evenings and/or weekends as required to meet the client and program needs
- Have or be willing to obtain
 - a) Core Skills Training
 - b) Peer Worker Training

- c) First Aid and CPR Training (within three months)
- d) Applied Suicide Intervention Skills Training (ASIST)
- e) Concurrent Disorder Training
- f) Non-Violent Crisis Intervention
- g) Ontario Common Assessment of Need (OCAN)
- h) Recovery Training

NOTE:

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities required by the incumbent. Due to the changing nature of the work and the work to be done the incumbent may be asked to perform other duties as required and the job specifications may be changed or altered as required.