**JOB DESCRIPTION**

**Position Title:** Mental Health Peer Support Worker

**Program/Location:** Mental Health Support Project/Smiths Falls

**Reports to:** Director of Mental Health Services and Connections

**Role Summary**

This is a non-clinical role. A Mental Health Peer Support Worker is a trained individual who has their own lived experience of having a mental health issue/s and/or Substance use/addiction issues who provides support one-to-one and/or group-based support to People Engaging in Services (PES) at ConnectWell, empowering them to make choices related to their life based on self-determination. The Peer Support Worker is part of the Mental Health Team in Lanark and works in collaboration with staff, participants, volunteers, and partner agencies.

**POSITION REQUIREMENTS**

1. **Education/Training/Personal Experience**

* Post Secondary Education
* Personal experience with mental health issue/s and/or substance use/addiction issues
* Mental Health Peer Support core competencies training or certification

1. **Professional**

* Minimum of 1 year experience in an official peer support role

1. **Key Competencies**

* Knowledge/familiarity of the mental health, addiction, and social service systems
* Demonstrated strength in listening, communication, and interpersonal skills.
* Demonstrated ability to work as a team member
* Demonstrated ability to adapt to ongoing changes as required
* Comfortable sharing appropriately own experiences with others to inspire hope.
* Knowledge of Peer Support Practice Guidelines and recovery-oriented practices
* Deep understanding of Peer Support Canada Core Competencies and Core Values of Peer Support
* Ability to work 1:1 with individuals and in group settings.
* Demonstrated strength in planning, developing, and facilitating groups.
* Ability to work in a positive, open, non-judgemental manner.
* Ability to maintain healthy personal boundaries.
* Understanding of the impact of the social determinants of health on individuals and communities
* Demonstrated ability to work collaboratively with broader interdisciplinary teams and partners.

1. **Work Conditions**

* Ability to work flexible hours (occasional evenings and weekends) based on program needs.
* Valid Driver’s license, insurance, and the use of a reliable vehicle
* Ability to work in a face-to face or virtual environment.
* Extended period of sitting while working on administrative tasks
* Ability to move tables and chairs to set up and tear down for programming

**POSITION RESPONSIBILITIES**

* Provide peer support on a one-to-one basis and in group settings including drop-in.
* Working with team, engaging in planning, developing, and facilitating groups.
* Provide advocacy support to/with members as required.
* Provide effective listening, communication, and interpersonal skills.
* Connect with individuals in an open and non-judgemental manner,
* Engage in conflict management to resolve issues.
* Maintain healthy boundaries with clients.
* Work collaboratively with others
* Work in a well-organized manner
* Maintain effective time management skills.
* Effectively work independently and collaboratively with others on the team, organization or with networks with partner agencies/organizations.
* Draw on positive strengths and behaviors of others.
* Recognize, signs and symptoms of mental illness.
* Complete documentation as required.
* Remain current on computer skills needed for position.
* Perform other related duties as required.

**Standard ConnectWell Employee Responsibilities**

As an employee of ConnectWell, this position is responsible for the following:

**Administrative**

* Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
* Submits records of time worked and time off in a timely manner
* Maintains and develops professional competence, and where applicable, a professional license to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
* Complies and adheres to all applicable ConnectWell policies and procedures

**Organizational Responsibilities**

* Respects and values the diversity of the community and individuals
* Supports the organization’s student placement programs
* Contributes to the organization’s work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning and accreditation
* Contributes to the organization’s practices of hiring, orienting and training of employees
* Participates actively in team meetings
* Consults with and provides support to team members and other ConnectWell employees regarding professional issues
* Participates in the development of policies and procedures by providing feedback in the organization’s policy development process
* Works in a manner that incorporates health promotion and recognizes the determinants of health
* Participates in team and individual professional development opportunities

**Occupational Health & Safety**

This position must also work within the scope of all legislative and ConnectWell Health and Safety policies. In this capacity, the employee:

* Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health & Safety Act (Section 28)
* Must read and follow all ConnectWell Occupational Health & Safety policies
* Works safely in consideration of the following job hazards: noise, workplace violence
* Participates in Occupational health & Safety training as required:
* AODA
* WHMIS
* Employee Safety Training
* Other (as required)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date