

Northern Initiative  
for Social Action

Being • Belonging • Becoming



Initiative du Nord  
pour l'action sociale

Être • Appartenir • S'épanouir

36 rue Elgin Street, Second Floor, 2<sup>e</sup> étage, Sudbury, Ontario P3C 5B4

**EMPLOYMENT PACKAGE:**

The following employment package contains information to apply for the position of **Bilingual Older Adult Outreach Coordinator**

The package contains (for your information):

1. **Job Description "Bilingual Older Adult Outreach Coordinator"**
2. **Job Application Screening Form**

Requirements for submission:

1. **Cover Letter**
2. **Applicant's Resume**
3. **Completion of Job Application Screening Form**

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**IMPORTANT: Do not apply through Indeed. Please visit our website [nisa.on.ca](http://nisa.on.ca) and download the application package. Only fully completed application packages will be considered.**

**DEADLINE: October 19<sup>th</sup> 2020 by Noon.**

*Accommodations are available on request for candidates taking part in this job competition, in all stages of the selection process. To request accommodations for this job application, please contact Annette by email [ababcock@nisa.on.ca](mailto:ababcock@nisa.on.ca)*

## Job Posting: Bilingual Older Adult Outreach Coordinator

**REPORTS TO:** Programs and Operations Manager

**HOURS AND REMUNERATION:** Full time contract, 35 hours per week until October 2021 with possibility of extension.



### POSITION SUMMARY:

The Bilingual Older Adult Outreach Coordinator will be responsible for coordinating the Older Adult Peer Support project and supervising the project's peer support team and volunteers, including training, scheduling, and orientation. The Coordinator will collaborate with community partners in order to deliver mental health peer support to older adults/seniors who are isolated and/or living with mental health challenges. The Coordinator will also engage in community visits, provide peer support, and lead various workshops and groups across Greater Sudbury. The Coordinator will work with the project researcher and performance measurement specialist to ensure that project goals and the work plan schedule are met and that knowledge of mental health peer support for older adults is collected, analyzed and shared with the wider community, locally, provincially and nationally.

### DUTIES AND RESPONSIBILITIES:

#### Engages older adult community in project

- Prepares, schedules and facilitates presentations in the community of Greater Sudbury with the goal of recruiting participants in support groups and as volunteer peer supporters.
- Manages and mentors volunteer peer supporters so that NISA's Core Values of Peer Support are maintained.

#### Provides administrative direction and coordination of peer support programming within project

- Organizes and facilitate peer-based programs for older adults, which may include: WRAP® programming, wellness groups, aging and mental health sharing circles, family/caregiver initiatives and day-to-day workshops
- Works in cooperation with the NISA Program Coordinator to identify opportunities to connect older adults to current NISA programming
- Shares learnings with NISA peer support trainers in order to enhance and adapt training course

#### Provides direction and human resources support for Peer Support Program Assistants:

- Management, supervision and mentorship of Older Adult Outreach Peer Support team (Program Assistants)
- Ensures Program Assistants work within NISA's Core Values of Peer Support, model recovery-oriented practice, and attend to the recommendations of the *Guidelines for Comprehensive Mental Health Services for Older Adults in Canada*.
- Schedules team members and volunteers in the community; organizes monthly activity and outreach schedule
- Holds team meetings; coordinates meetings with staff members and volunteers off-site: preparing agendas and training topics, holding meeting, taking and disseminating minutes.
- Networks with local and regional community services; attends workshops and conferences as well as local planning tables and committees.

#### Provides outreach support to individuals (older adults) to assist in their recovery or lessen isolation:

- Coordinates the activities of the older adult support groups
- Carries out visits to individuals in various residences and in community locations.
- Engages in one-to-one, recovery-based peer support in alignment with Mental Health Commission of Canada's *Guidelines for the Practice and Training of Peer Support, Recovery-Oriented Practice and Guidelines for Comprehensive Mental Health Services for Older Adults in Canada*.
- Assists individuals in identifying their personal recovery goals and setting objectives to reach those goals.
- Provides assistance and support with skill development both at residence and in community, as directed by the individuals.
- Provides referrals to and liaises with appropriate services and resources within the community.
- Supports individuals with planning and participating in community activities.
- Advocates with and for individuals and provides opportunities for self-advocacy.
- Ensures individuals have information related to their rights under the Mental Health Act, Accessibility for Ontarians with Disabilities Act (AODA), the Long-term Care Homes Act and other related legislation.
- Oversees provision of the same by Peer Support Program Assistants and volunteers.



**Participates in the evaluation of program goals and objectives, making recommendations on changes to current program activities for improved service delivery.**

- Works collaboratively with Performance Measurement Specialist and project Researcher to set up evaluation tools, implement data collection, provide insight into evaluation and knowledge translation activities

**Ensures all file management and reporting functions are maintained in a comprehensive and timely manner:**

- Ensures contacts are recorded appropriately and in a timely manner.
- Ensures that monthly, annual and other required reporting documentation are completed.
- Participates in scheduled meetings with supervisor and in other project meetings.

**Maintains up-to-date knowledge of the Mental Health Act and related legislation, the structure and personnel of local social agencies, government departments and trends and developments in the community that could affect the provision of mental health services.**

**Forwards the concepts of peer support practice and understands and implements a recovery-oriented philosophy in all job duties.**

- Works within NISA's Core Values of Peer Support and ensures those values and recovery-oriented practice are prioritized by project staff and volunteers.

**Avails self of opportunities for professional development:**

- Brings forward training needs and takes responsibility for seeking out relevant training opportunities
- Participates in workshops, training and seminars as required by project and the organization
- Participates in a monthly NISA staff meeting
- Participates in the performance review process and supervision meetings

**Works within the Policies and Procedures of NISA/Northern Initiative for Social Action**

- Promotes NISA's mission, vision and values to the membership and to the community.
- Represents NISA in a professional manner.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Carry out all duties of the Bilingual Older Adult Peer Support Coordinator in a moral and ethical manner
- Be present at the scheduled time of the day ready for the performance of duties
- Be ready emotionally and physically to perform duties
- Be available to work varying shifts including days with some evening & weekend shifts
- Be available to travel within Greater Sudbury for program delivery
- Be available to travel provincially and/or nationally as needed for program development and knowledge exchange

**QUALIFICATIONS**

- Have personal lived experience within the mental health system.
- Ability and experience to provide peer perspective to older adults.
- A diploma, degree or Canadian equivalent in health or a related discipline (Social Service Work, Social Work, Psychology, Humanities, Social Sciences, Gerontology) is considered an asset.
- Previous work experience as a peer support worker is an asset.
- Program evaluation experience strongly preferred.
- 2 years' experience in a previous supervisory role strongly preferred.
- Familiar with the goals and objectives of NISA/Northern Initiative for Social Action.
- Have working knowledge of mental health service agencies, and services for older adults in Greater Sudbury.
- Completion of Wellness Recovery Action Plan (WRAP®), Applied Suicide Intervention Skills Training (ASIST), and other Peer Support training is strongly preferred.
- Completion of Standard First Aid with CPR, WHMIS, Workplace Accessibility and Prevention of Violence and Harassment in the Workplace Training is preferred.
- Computer experience, including an ability to use Word, Excel, Outlook and social media technologies.
- Written and verbal proficiency in both official languages.
- Must have own vehicle and valid driver's license.



The statements contained in this job description reflect general details as necessary to describe the principal functions of duties, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. This position is currently under review and may be subject to change.

NISA is an organization run by and for consumers of mental health services. We develop occupational skills, nurture self-confidence and provide resources for recovery, by creating opportunities for participants to contribute to their own well-being and that of their community. NISA is strongly committed to employment equity within its organization. We welcome applications from *all* qualified candidates, including women, indigenous peoples, visible minorities, persons with disabilities, and members of sexual minority groups. Members of these designated groups are encouraged to self-identify.

*Accommodations are available on request for candidates taking part in this job competition, in all stages of the selection process.*

## JOB APPLICATION SCREENING

*The purpose of this form is to provide reviewers with information that will assist them in understanding qualifications and training needs. Answering 'no' to a question does not necessarily disqualify a candidate from consideration.*

Please fill out the following form and attach to your resume.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>JOB COMPETENCIES</b>	<b>Yes or No</b>
<b>Educational Preparation and Training:</b>	
Do you have a diploma, degree or Canadian equivalent in health or a related discipline (Social Service Work, Social Work, Psychology, Humanities, Social Sciences, Gerontology)?	
Do you have Peer Support Employment Training?	
Have you completed a WRAP (Wellness Recovery Action Plan)?	
Have you completed Applied Suicide Intervention Skills Training (ASIST)?	
<b>Language Capacities:</b>	
<b>Are you bilingual (English and French)?</b>	
Do you speak another language along with English or French? If so, indicate which language.	
<b>Experience and Knowledge:</b>	
Do you identify as a consumer and/or someone with personal lived experience of mental illness?	
Do you have previous experience working as a peer support worker?	
Do you have <u>at a minimum</u> 2 years of experience working with people who have lived experience of mental illness?	
Do you have experience intervening with individuals who are in crisis and/or suicidal?	
Do you have at least 2 years of experience supervising staff?	
Do you have experience in presenting to the public?	
Do you have experience leading/facilitating workshops and groups?	
Are you knowledgeable of community resources for older adults in Greater Sudbury?	
Do you have knowledge of Peer Support practice?	
Are you knowledgeable of pertinent legislation affecting older adults? (e.g. Mental Health Act, AODA, Long-term Care Homes Act?)	
Do you have experience in advocating for individuals within the Mental Health, Criminal Justice, and Social Service systems?	
Are you able to assess individual needs and develop service plans that respond to their needs and preferences?	
Have you demonstrated the ability to work effectively with a wide variety of professionals?	
Are you interested in working as part of a team?	
Are you able to work flexible hours if required?	
Do you have a strong belief in person-driven services?	
Do you have a non-judgmental attitude to those with various lived experiences based on race, class, sexuality, ability and gender identity?	
Have you demonstrated the ability to establish and maintain good working relationships with members, colleagues, and the community at large?	
Do you have a valid Canadian class G driver's license and access to a vehicle?	

**Note: Misrepresentation shall disqualify you from employment or be considered just cause for dismissal.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date