

**EMPLOYMENT PACKAGE:**

The following employment package contains information to apply for the position of Bilingual Older Adult Program Assistant. The package contains (for your information):

1. Job Description "Bilingual Older Adult Program Assistant"
2. Employment Application

**Requirements for submission:**

1. Applicant's Resume & Cover Letter
2. Completion of Application Screening Form

**How to apply:**

Please fill out the enclosed application package, following all directions clearly and return completed application with attention to HR Department:

Email: [hr@nisa.on.ca](mailto:hr@nisa.on.ca)  
In person: 36 Elgin St. 2<sup>nd</sup> floor

Only those chosen for an interview will be contacted.

**DEADLINE:** Thursday January 28 at 4pm EST \*

If you require accommodations to complete this application, please email [hr@nisa.on.ca](mailto:hr@nisa.on.ca) or contact Annette Babcock at 705-222-6472 ext. 305.

## **Job Posting: Bilingual Program Assistant – Older Adult Outreach Peer Support Project**

**REPORTS TO:** Older Adult Outreach Peer Support Coordinator

**HOURS:** Full-Time Contract, 30-35 hours per week, Until October 2021 with possibility of extension. Daytime shifts with possibility of evenings and weekends as needed.

### **POSITION SUMMARY:**

The Program Assistant will support the Older Adult Peer Support Project. The Program Assistant will work in collaboration with the Coordinator and 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 Program Assistant will also engage in community visits, provide peer support, and lead various workshops and groups across Greater Sudbury to assist individuals with their recovery by fostering self-advocacy skills, supporting the development of life skills and emotional resilience around aging, and by connecting individuals to other community services and resources.

### **DUTIES AND RESPONSIBILITIES:**

#### **Provides outreach support to individuals to assist in their recovery:**

- Carries out visits to individuals in various residences and in community locations.
- Facilitates 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
- 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 or guidelines.

#### **Supports programs and activities at various locations:**

- Consults with individuals to develop on-going list of activity needs and interests.
- Assists the Coordinator in developing and maintaining monthly community-based peer support activity calendar.
- Assists with the creation and facilitation various occupational and life skills groups and activities.
- Directs and facilitate various recovery and wellness groups.

#### **Develops and maintains effective relations between staff, community partners and individuals:**

- Maintains awareness of individuals' health, recovery goals and progress.
- Promotes recovery-based philosophy including an individual's right to self-determination and autonomy.
- Participates in meetings, ensuring effective communication and engage in conflict resolution as required.
- Participates in team meetings, agency and community committees and other meetings as required.

- Works collaboratively with project partners, other health care providers and community agencies.
- Participates in the evaluation of program goals and objectives and makes recommendations on changes to current program activities for improved service delivery.

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

- Completes staff activity summaries and individual activity notes utilizing data entry program.
- Ensure that monthly, annual and other required reporting documentation are completed.

**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 used in provision of peer support service.

**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.

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

- Brings forward training needs and takes responsibility for seeking out relevant training opportunities.
- Participates in workshops and seminars as required by the project and the Organization.
- Attends and participates in organizational and program meetings as required.
- Participates in the performance review process and supervision meeting.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Carries out all duties of the Program Assistant in a moral and ethical manner.
- Is present at the scheduled time of the day ready for the performance of duties.
- Is ready emotionally and physically to perform duties.
- Is available to work varying shift times, including evening and weekends.
- Is available to travel within Greater Sudbury for program delivery

**QUALIFICATIONS**

- Lived experience within the mental health system.
- Ability and experience to provide peer perspective to older adults
- Familiar with the goals and objectives of NISA.
- Computer experience, including an ability to use Word, Excel, Publisher and email/internet technologies.
- Valid Canadian class G driver's license and access to a vehicle is preferred, or willingness to travel by public transportation to all areas of Greater Sudbury.
- Written and verbal proficiency in both official languages for bilingual position is essential.

**The following qualifications are considered an asset but not required:**

- Peer Support training OR a diploma, degree or Canadian equivalent in health or a related discipline, and/or a minimum of two years' experience working in the social services is an asset.
- Completion of Wellness Recovery Action Plan (WRAP) and other recovery-based training is an asset.
- Completion of Standard First Aid with CPR, WHMIS, Nonviolent Crisis Intervention (NVC), Applied Suicide Intervention Skills Training (ASIST), Workplace Accessibility and Prevention of Violence and Harassment in the Workplace Training is an asset.

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 and reviews each applicant without discrimination due to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. NISA encourages all qualified applicants to apply.

*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: \_\_\_\_\_

JOB COMPETENCIES	Yes or No
<b>Educational Preparation and Training</b>	
Do you have Peer Support Employment Training?	
Do you have a diploma, degree or Canadian equivalent in health or a related discipline (Social Service Work, Social Work, Psychology, Humanities, Social Sciences)?	
Have you completed a WRAP (Wellness Recovery Action Plan)?	
Have you completed Applied Suicide Intervention Skills Training (ASIST)?	
<b>Language Capacities</b>	
Are you bilingual (English and French)?	
Do you speak another language along with English or French? If so, indicate which language:	
<b>Experience and Knowledge</b>	
Do you identify as someone with personal lived experience of mental illness?	
Do you have 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 experience leading/facilitating workshops and groups?	
Do you have experience in presenting to the public?	
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 members? (e.g. Mental Health Act, Ontario Works?)	
Do you have experience 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?	
Do you have a strong belief in a member-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?	
<b>Other</b>	
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