

36 Elgin Street • 2nd Floor • Sudbury, Ontario • P3C 5B4

EMPLOYMENT PACKAGE:

The following employment package contains information to apply for the position of **Peer Support Worker**

The package contains (for your information):

1. **Job Description "Peer Support Worker"**
2. **Application Screening**
3. **Scenario Questions**

Requirements for submission:

1. **Applicant's Resume & Cover Letter**
2. **Completion of Application Screening**
3. **Completion of Scenario Questions (3)**

How to apply:

Please fill out the enclosed application package, following all directions clearly and submit to the attention of:

Human Resources

By Email: hr@nisa.on.ca

By Mail: 36 Elgin Street, 2nd Floor

Only those selected for an interview will be contacted.

INTERNAL/EXTERNAL COMPETITION – Deadline Monday February 20th 2023 at Noon EST

IMPORTANT: Only fully completed application packages will be considered.

Job Posting: Peer Support Worker

REPORTS TO: Program Coordinator

HOURS: 35 hours per week. 8:30am-4pm, Monday to Friday. May include some evenings and weekends. Remuneration based on skills and experience.

POSITION SUMMARY:

The Peer Support Worker is responsible for introducing the services provided by NISA/Northern Initiative for Social Action and other community organizations to consumers of mental health services. The Peer Support Worker will provide one-to-one support, referrals and goal setting, as well as peer-based support at NISA and within other community services as required. The Peer Support Worker will also actively engage with members and will participate in organizing various programs, activities and general operations at NISA.

DUTIES AND RESPONSIBILITIES:

Provide support to individuals to assist in their recovery:

- Provide one-to-one assistance and support to members at NISA using a recovery-oriented, strengths-based approach.
- Assist members in identifying their personal recovery goals and setting objectives to reach those goals.
- Recognize and respect recovery based philosophy including individual's right to self-determination and autonomy.
- Direct and facilitate various recovery and wellness groups, which may include Food is Mood, Art and Recreation Groups, and Sharing Circle etc.
- Recruit member volunteers for programs as needed.
- Assist with and participate in monthly membership meeting.
- Meet with potential members and help integrate them into the organization.
- Provide referral to appropriate services within the community.
- Assist members in accessing and obtaining other community resources where needed.
- Advocate with and for members to ensure adequate resources are available.
- Ensure members have information related to rights under the Mental Health Act and other related legislation.
- Ensure members have awareness and understanding of rights relating to services.
- Respect confidentiality strictly, at all times.

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

- Ensure individuals' contacts are recorded appropriately and in a timely manner utilizing database program.
- Ensure that monthly, annual and other required reporting documentation are completed.
- Provide assistance to Program Coordinator with community networking and additional tasks.
- Participate in scheduled meetings with the Program Coordinator.
- Promote NISA's mission, vision and values to the membership and to the community.
- Represent NISA in a professional manner.
- Maintain confidentiality of information and documents relevant to NISA members, personnel, and volunteers.

Maintain 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.

Forward the concepts of peer support practice and understand and implement a recovery-oriented philosophy in all job duties, guided by NISA's Core Values of Peer Support.



Avail self of opportunities for professional development:

- Bring forward training needs and takes responsibility for seeking out relevant training opportunities.
- Participate in workshops and seminars as required.
- Actively engage in self-directed learning and keep up to date on peer support best practices and recovery principles.
- Participate in monthly staff meetings.
- Participate in the performance review process.

Work within the Policies and Procedures of NISA/Northern Initiative for Social Action.**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Carry out all duties of the Peer Support Worker 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, evenings and weekends.

QUALIFICATIONS

- Have personal lived experience within the mental health system.
- A diploma, degree or Canadian equivalent in health or a related discipline (Social Service Work, Social Work, Psychology, Humanities, Social Sciences) is considered an asset.
- Familiar with the goals and objectives of NISA/Northern Initiative for Social Action.
- Have working knowledge of mental health service agencies, including consumer/survivor organizations in Ontario.
- 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.
- Excellent oral and written communication skills.
- Computer experience, including an ability to use Word, Excel, Publisher and email/internet technologies.
- Written and verbal proficiency in both official languages is considered an asset.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, 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.

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, Aboriginal people, 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 all aspects of the selection process.



JOB APPLICATION SCREENING

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

Name: _____ Date: _____

JOB COMPETENCIES	Yes or No
Educational Preparation:	
Do you have a diploma, degree or Canadian equivalent in health or a related discipline (Social Service Work, Social Work, Psychology, Humanities, Social Sciences)	
Do you have Peer Support Training?	
Have you completed a WRAP (Wellness Recovery Action Plan)?	
Have you completed Applied Suicide Intervention Skills Training (ASIST)	
Language Capacities:	
Are you bilingual (English and French)	
Do you speak another language along with English or French? If so, indicate which language.	
Experience and Knowledge:	
Do you identify as a consumer and/or someone with lived experience of mental illness?	
Do you have experience working with people with a serious mental illness?	
Do you have experience intervening with individuals who are in crisis and/or suicidal?	
Are you knowledgeable of community resources in North Eastern Ontario?	
Do you have experience with facilitating groups?	
Do you have experience with program development and/or administration?	
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 in advocating for individuals within the Mental Health, Criminal Justice, or Social Service systems?	
Are you able to assess member needs and develop service plans that respond to member 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 towards individuals who have various lived experience due to race, gender, sexuality and ability?	
Have you demonstrated the ability to establish and maintain good working relationships with members, colleagues, and the community at large?	

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

Signature

Date





SCENARIO QUESTIONS:

Position: Peer Support Worker

Definition of the Program:

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.

Please answer the following questions (please answer on separate page):

1. The Recovery philosophy is promoted at NISA. Describe your knowledge of Recovery in mental health and how you would promote Recovery oriented practice to a consumer or family member accessing the service.
2. A member shares interest in attending a Wellness Recovery group but identifies that past experiences leave them feeling unsafe. Outline the steps that you would take to assist the person with achieving their goal.
3. One of your friends is a member at NISA. What are appropriate boundaries that you believe should be in place within your role as a peer support worker with this friend and how would you go about communicating these boundaries?

