

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

**EMPLOYMENT PACKAGE:**

The following employment package contains information to apply for the position of **Outreach Peer Supporter**.

The package contains (for your information):

1. **Job Description "Outreach Peer Supporter"**
2. **Job Application Screening Form**

Requirements for submission:

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

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**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: Tuesday November 7th 2023 by 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: Outreach Peer Supporter**

**REPORTS TO:** Program Coordinator

**HOURS:** 1 Part-Time Position 14-18 hours per week  
Daytime shifts.

**PAY RANGE:** \$16.99 - \$18.37/HR. Based on experience.

### **POSITION SUMMARY:**

The Outreach Peer Support Worker is responsible for providing peer-based, recovery-oriented support to individuals in receipt of Canadian Mental Health Association-Sudbury/Manitoulin (CMHA) Rent Supplement program. The Outreach Peer Support Worker will assist individuals with their recovery, in their residence and/or in the community, by providing one-to-one support, opportunities to foster self-advocacy skills, life skills development and connecting individuals to other community services and resources.

### **DUTIES AND RESPONSIBILITIES:**

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

- Carry out visits to individuals in various CHMA residences including Fairview Apartment Complex, Moonlight Avenue Home, Victoria Street Place as well as to individuals receiving CMHA rent subsidies in various locations.
- Engage 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 and Recovery-Oriented Practice.
- Assist individuals in identifying their personal recovery goals and setting objectives to reach those goals.
- Providing assistance and support with skill development both at residence and in community, as directed by the individuals.
- Provide referral to and liaising with appropriate services and resources within the community.
- Support individuals with planning and participating in community activities.
- Advocate with and for individuals and providing opportunities for self-advocacy.
- Ensuring individuals have information related to their rights under the Mental Health Act and other related legislation.

#### **Develops relevant programs and activities at various locations:**

- Consult with individuals to develop on-going list of activity needs and interests.
- Develop and maintain monthly community-based peer support activity calendar.
- Create and facilitate various occupational and life skills groups and activities.
- Direct and facilitate various recovery and wellness groups.

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

- Maintaining awareness of individuals' health and recovery goals.
- Promote recovery-based philosophy including an individual's right to self-determination and autonomy.
- Participate in meetings, ensuring effective communication and engage in conflict resolution as required.
- Participate in team meetings, agency and community committees and other meetings as required.
- Work collaboratively with NISA & CMHA staff, other health care providers and community partners.
- Participate in the evaluation of program goals and objectives and make 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:**

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



705-222-NISA (6472)



[www.nisa.on.ca](http://www.nisa.on.ca)



[info@nisa.on.ca](mailto:info@nisa.on.ca)



NISA Sudbury



NISA Northern

**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.**

**Represents program and agency in a professional manner.**

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

**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.
- Attends and participates in organizational and program meetings as required.
- Participates in the performance review process.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Carries out all duties of the Outreach Peer Support Worker Position 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 as needed.

**QUALIFICATIONS**

- Lived experience within the mental health service system.
- Familiar with the goals and objectives of NISA and CMHA.
- Have working knowledge of mental health service agencies, including consumer/survivor organizations in Ontario.
- 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 preferred.
- Completion of Wellness Recovery Action Plan (WRAP) and other recovery-based training is preferred.
- 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 preferred.
- Computer experience, including an ability to use Word, Excel, and email/internet technologies.
- Written and verbal proficiency in both official languages for bilingual position is considered 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.

NISA is an organization run by and for people with lived experience of mental health challenges or mental illness. We develop occupational skills, nurture self-confidence, and provide resources for recovery by creating opportunities for members 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

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

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

Eligibility for this position is not contingent on applicants having all of the Job Competencies listed below.

<b>JOB COMPETENCIES</b>	<b>Yes or No</b>
<b>Educational Preparation:</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 with a serious mental illness?	
Do you have experience intervening with individuals who are in crisis and/or suicidal?	
Do you have experience working with people who have substance use disorder?	
Are you knowledgeable of community resources in North Eastern Ontario?	
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 member needs and develop service plans that respond to member needs and preferences?	
Do you have experience running groups that focus on wellness and recovery?	
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?	

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