

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Peer Support & Outreach Lead
DEPARTMENT:	Student Development Services
CLASSIFICATION:	Full-time Admin (contract 9 months - Aug 2021- April 2022)
SALARY LEVEL:	SL 3
SUPERVISOR:	Manager, Student Counselling Services

SUMMARY OF FUNCTIONS:

Nipissing University is committed to the mental and emotional wellbeing of all students. This wellbeing allows students to participate fully in the university community and persist towards their academic goals. Peer Support Services are an important part of our *Pathways to Care* model of mental health services; providing students with a network of individuals with similar experiences, encouragement, and referrals if required.

As a member of the Student Counselling Services team, the Peer Support Lead is responsible for the development and delivery of peer support services for Nipissing University and Canadore College students. The Peer Support Lead will oversee the operation of the Peer Support Service and lead outreach events. This employee will act as the on sight supervisor for the Peer Support Program as a result evening and weekend work is part of this role.

DUTIES & RESPONSIBILITIES:

Program Development & Operation **(-35%)**

In collaboration with the Manager Student Counselling Service and the Student Intervention Specialist:

- Establish a Peer Support Program
- Write and maintain policy and procedure documents associated with the peer support program
- Ensure procedures are established to manage high risk or complex student situations
- Provide support and referral to students who present with complex needs
- Problem solves any issues that arise during the operation of the Peer Support Centre
- Provide and promote “diversity conscious” support within the student population
- Consult/liaise with appropriate community resources, e.g. mental health, medical, social services
- Maintain student records and confidentiality of records as per accepted standards of practice
- Participate in the evaluation of the effectiveness of the counselling services program
- Participate in the outcomes evaluation of the program
- Participate regular individual supervision

Student Recruitment, Training, and mentorship **(-35%)**

- Recruit and hire student employees to act as peer support workers
- Develop work schedule for student employees
- Develop training for peer support workers
- Organize and facilitate initial and ongoing training for student employees
- Provide mentorship, support, and supervision for peer employees (through both individual and group meetings)
- Responsible for student performance management and addressing all concerns.

Student Development and retention **(30%)**

- Implement student wellness and student development initiatives (e.g. date/acquaintance sexual assault prevention, campus safety initiatives, alcohol and drug awareness, suicide awareness and education, anti-stigma programming etc.)
- Participate in institutional and departmental student retention initiatives, as required
- Participate in outreach regarding Student Counselling Services and its programs

Other duties as assigned

QUALIFICATIONS:

Education:

A minimum undergraduate degree is required. A social work, B.S.W. (or equivalent) is preferred.

Training, Experience, Knowledge & Skills Required:

- One to three years of relevant experience
- Lived experience with mental health concerns.
- Experience providing mentorship and leadership to students or volunteers
- Experience supporting young adults with mental health concerns
- Experience providing or delivering peer support services
- Demonstrated commitment to ongoing learning and skill development
- Knowledge of diversity issues among the Canadian post-secondary student population
- Knowledge of community-based mental health treatment, support services and programs
- Ability to develop trust and a positive working relationship with students and stakeholders
- Excellent interpersonal and communication (written and verbal) skills,
- Ability to manage time effectively and prioritize tasks
- Engage in ongoing self-reflective practice
- Participate in ongoing skill development activities and trainings
- Strong working knowledge of computer and software applications (MS Office Suite, Internet, E-mail)
- A valid driver's license is preferred
- A Criminal Reference Check, with vulnerable sector screening is mandatory

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Student Counselling Services

Internal Contacts: Students, staff and faculty

External Contacts:

- Student Success Services at Canadore College
- Community medical professionals
- Community mental health services
- Community-based counselling services
- Other post-secondary counselling services
- Women's centres
- Social Services
- Other community services, as required

Materials utilized:

- General Office equipment (computer, printer, telephone, voice mail, internet, email etc.)
- Microsoft Office Suite (Word, Excel, PowerPoint) and specialized database software
- Confidential student records (i.e. psychological assessments, casework records, medical assessments)
- Psychological assessment instruments and screening tools

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Daily intense mental concentration and observation of students' verbal and non-verbal behaviours
- Ability to maintain sensitivity to, and cope with, information which may be traumatic or highly confidential
- Some occasional evening, and weekend work may be required

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please Print)

Employee Signature

Date

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Approvals

Supervisor

Date

Director, Human Resources

Date