



## EMPLOYMENT OPPORTUNITY

**Position:** Peer Support Program Coordinator

**Date Posted:** May 9th, 2022

**Type:** Part-time, 12hrs/week

**Expiry Date:** May 23rd, 2022 - 11:59PM

**Location:** University of Toronto Mississauga

**Duration:** Friday June 10, 2022 - Sunday April 30, 2023

**Who can apply:** All UTM Students (including MAM, full-time or part-time undergraduate)

### UTM Students' Union:

The University of Toronto Mississauga Students' Union (UTMSU), local 109 of the Canadian Federation of Students, represents over 15,000 part-time and full-time undergraduate students at the University of Toronto Mississauga campus. We fight for students' rights, provide cost-saving services, programs and events, and lobby the University and government for students' needs. We are fundamentally committed to the principle of access to education for all by building a more inclusive educational and campus life experience for all students. The UTM Students' Union is membership driven and cannot survive without vital student input and involvement. Students set the agenda through their elected representatives on the UTMSU Board of Directors. For more information please visit [www.utmsu.ca](http://www.utmsu.ca).

### Job Description:

UTMSU is seeking an individual to oversee the UTMSU Mental Health Peer Support Program and organize the day to day operations of the program including appointment preparation, facilitation and follow up. The Peer Support Program Coordinator will work closely with the Volunteer Coordinators of the UTMSU to organize the peer support volunteers for the facilitation of sessions. The Peer Support Program Coordinator will report to the President and the Executive Director and will work closely with the other staff of UTMSU including, but not limited to, the Executive Committee and the UTMSU Peer Support Volunteers.

### Duties and Responsibilities:

#### *Appointment Preparation, Facilitation and Follow Up:*

- Greet, engage and intentionally support participants within the 45-minute one-to-one session.
- Draw from personal experiences as a means of supporting the goals outlined by participants.
- Utilize a young adult-directed recovery approach along with culturally-responsive, trauma-informed and anti-oppressive approaches to ensure success for diverse populations.
- Collaborate with young adults, clinicians, psychiatrist, peer support workers and other staff to support comprehensive program development and participant support
- Ensure accommodations for participants with self-identified needs.
- Offer support to young adults accessing the space, using skills such as active listening, validation, and resource sharing.
- Support evaluation of the service through the collection of data and occasional data



entry

- Support young adults who are engaged in the service when they are experiencing distress.

*Organizational Support:*

- Maintain required documentation using strength-based, recovery-focused language related to appointment documentation, and incident reporting in a timely manner
- Organize participant feedback for use in ongoing program development and quality improvement.
- Contribute to the development of programming with community partners, staff, young adults, and peers.
- Attend Community of Practice and Staff Meetings as required.
- Other tasks and responsibilities as assigned by the President or the Executive Director.

**Qualifications:**

*To be considered for this position you must have:*

- An openness to drawing from personal experiences as a means of supporting volunteers and service users of the Peer Support program.
- Prior experience working with a diverse team.
- Experience with group facilitation and/or one to one support.
- Experience responding to individuals experiencing distress.
- Excellent interpersonal skills, and ability to engage and motivate others
- Strong verbal and written communication skills.
- Proficiency with social media (texting; chat) and Google Suite applications (Google Docs, Sheets, Google Slides); use of online platforms for document sharing.
- Demonstrated experience of positive participation in team or committee work.
- Demonstrated organizational skills; ability to prioritize, multi-task and meet deadlines
- Understanding of the impact of oppression and social determinants of health; demonstrated commitment to engagement of diverse communities.
- Lived experience of mental health and/or substance use challenges, as well as experiences navigating the healthcare system and/or campus resources.
- Demonstrated ability to engage in critical reflective practice and respond to feedback.
- A commitment to on-going learning.

*In addition, the following would be considered assets:*

- Peer Support training/experience
- Knowledge of youth and young adult mental health services and recreational resources.
- Experience with group facilitation such as WRAP, Pathways, Peer Zone, GAM
- First Aid, NVCI/UMAB CPR C and ASIST training are assets
- Volunteer or paid work in a social or community service

**Compensation:**



The compensation will be \$15.00/hour.

**Contact / Application Information:**

For more information on the position of Peer Support Program Coordinator, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and cc: [president@utmsu.ca](mailto:president@utmsu.ca) . Please use the subject “**Application: Peer Support Program Coordinator**”.

**How to Apply:**

Please send your cover letter & resume by May 23rd, 2022 at 11:59PM to the attention of Wenhan (Berry) Lou: [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and CC: [president@utmsu.ca](mailto:president@utmsu.ca) .

**Interview:**

Only selected candidates will be invited for an interview.

**Hours and compensation:**

- Contract start date: Friday, June 10, 2022
- Contract end date: Sunday, April 30, 2023 – possible extension pending performance review.

Your Students' Union  
University of Toronto Mississauga Students' Union  
Local 109 - Canadian Federation of Students

Also, visit us on [www.utmsu.ca](http://www.utmsu.ca) and visit us on: [www.facebook.com/myUTMSU](https://www.facebook.com/myUTMSU) or follow us on Twitter and Instagram @myUTMSU