

**Job Description**

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| **Job Title** | Peer Mentor  |
| **Department** | Cyfle Cymru Out of Work Service  |
| **Base Location** | Covering Flintshire County |
| **Hours of Working** | 37.5 hours over 7 days |
| **Salary**  | £17,757 per annum pro rata |
| **Reports to** | Lead Peer Mentor |
| **Line Management Responsibility** | Assistant Peer Mentors |

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| **Job Purpose:*** Provide support and supervision to Assistant Peer Mentors
* Mentor the Assistant Peer Mentors
* Work alongside the Assistant Peer Mentors in delivering services and outcomes for the scheme
* To support the Senior Peer Mentor in raising awareness of the service
* To ensure project outcomes are delivered on target
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| **Main Duties and Responsibilities:*** Source potential participants through referral routes.
* To ensure all project outcomes are delivered on target
* Provide support and guidance to all participants being referred onto the project.
* Assess candidates for suitability for further training and make appropriate referrals
* Source training and employment opportunities for a caseload of participants with the support of the Remploy Employment Specialist
* Work with the Assistant Peer Mentors in bringing training and employment opportunities for participants to a positive outcome. This will include goal setting, CV writing, support with job applications, attendance at interviews and on-going placements
* Utilise any other tools and techniques such as brief interventions and Adult Directions in assisting participants achieve their goals and objectives for the Peer Mentoring Scheme.
* Manage a caseload of Assistant Peer Mentors and Volunteers in providing added value to substance misuse services.
* Provide ongoing support services to participants leaving the project
* Record all activities in compliance with both organisational and European Social Fund regulations. This would include client registration forms, timesheets and any other outcome monitoring required of the Scheme.

**Client Work:*** To communicate skilfully and sensitively highly complex and sensitive information, taking into account sensory and cultural barriers to communication.
* To refer clients to other services within the partnership, and other external agencies as appropriate.
* To undertake and manage own peer mentor, volunteer and participant caseload.
* To be accountable for own decisions and actions in consultation with supervision.
* To undertake clinical administrative tasks and reports relating to mentoring project when necessary.

**Policy and service development:*** To adhere to agreed Health and Safety and Security procedures/policies.
* To identify and contribute towards any aspects of the peer mentoring service where improvement can be made and to advise service and managers accordingly.
* To assist with the delivery of peer mentoring training if required.
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| **Professional:*** To participate in the continuous learning, development and appraisal process.
* To operate within and observe partnership policies and procedures as amended and updated.
* To make regular use of supervision.
* To be responsible for working within own level of competence.
* To undertake internal and external training as appropriate, and as required as part of Continuous Professional Development.
* To develop and maintain professional working relationships with external agencies.
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**This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.**

**Person Specification for Peer Mentor**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications:** | BTEC Level 2 in Peer Mentoring | * A recognised qualification/ certificate or training in substance misuse or related field
* The ability to speak both Welsh and English
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| **Experience:** | * Personal experience of substance misuse issues and/or mental health conditions
* Experience of working with individuals who have/had substance misuse issues or Mental Health issues.
 | * Experience of multi agency work
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| **Skills:** | * Ability to communicate effectively with adult substance misusers/Mental Health and individuals from BME communities and encourage positive engagement
* Ability to initiate and maintain effective communication and working relationships with a relevant range of people and agencies
* An ability to work in partnership with other practitioners to deliver effective interventions and support for adult substance misusers
* Full driving licence and full access to a vehicle.
 | * An understanding of other key professionals, and how to contact them for consultation or referral
* The capacity to support young adults or parents/careers in implementing a range of strategies to enable them to achieve their potential
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| **Knowledge:** | * Awareness of the issues of confidentiality arising when working with adults and substance misuse
* Knowledge of child protection and working practice to safeguard vulnerable people
 | * Knowledge of safe working practice appropriate to the work
* Knowledge of local treatment services for substance misusing adults, what they offer and how to contact them
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| **Personal Qualities:** | * Be willing to undertake further training
* Enjoy working with other people and have an enthusiastic passion for helping others achieve their goals
* Is committed and willing to contribute in all area’s
* Able to use basic I.T
* To be proactive and use own initiative
 | * Have sustained a good level of attendance in previous work
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| **Other Relevant Requirements:** | Be prepared to undergo an enhanced DBS check. |  |  |