

**Job Description**

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| **Job Title** | Young Persons’ Peer Mentor (16-24 year olds)  |
| **Department** | Cyfle Cymru Out of Work Service  |
| **Base Location** | Llandrindod Wells  |
| **Hours of Working** | 15 hours  |
| **Salary**  | £18.115 per annum pro rata (£7,245.99) |
| **Reports to** | Lead Peer Mentor |
| **Line Management Responsibility** | Volunteer Peer Mentors  |

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| **Job Purpose:*** To mentor Young People aged 16-24 across Powys who have been affected by substance misuse and/or mental health towards training and employment opportunities.
* Provide support and supervision to Volunteer Peer Mentors
* Work alongside the Volunteer Peer Mentors in delivering services and outcomes for the scheme
* To support the Lead 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 Cyfle Cymru Employment Specialists
* Work with the Volunteer 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.
* 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.
* To work alongside mental health peer mentors and employment specialists as well as service partners.

**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:** | Good standard of general secondary education- minimum level C in Maths and English. | * Relevant training and/or relevant qualifications in substance misuse and mental health
* Relevant training and/or qualification in youth work
* NVQ Level 3 Advice and Guidance or willingness to work towards
* BTEC Level 2 in Peer Mentoring
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| **Experience:** | * Experience of working with young people aged 16-24
* Personal experience of substance misuse issues and/or mental health conditions
* Experience of working with individuals who have/had substance misuse issues and/or mental health issues
 | * Experience of multi-agency working
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| **Skills:** | * Ability to communicate with young people aged 16-24, preferably those with substance issues and/or mental health conditions
* 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 young people aged 16-24 with substance and/or mental health issues
* Competence with basic IT including MS word and MS Outlook
* Full driving licence and full access to a vehicle
* Competence with data entry and in house database systems
 | * The ability to communicate in Welsh and English
* An understanding of other key professionals, and how to contact them for consultation or referral
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| **Knowledge:** | * Knowledge of legislation relating to 16-24 year olds
* Awareness and understanding of current child protection and safeguarding legislation
* Understanding of Confidentiality and the implications surrounding it whilst working with young people aged 16-24 with substance and/or mental health issues
 | * Knowledge of safe working practice appropriate to the work
* Knowledge of local treatment services for substance misusing young people, what they offer and how to contact them
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| **Personal Qualities:** | * Willingness to adhere to CAIS policies relating to safeguarding and child protection
* Willingness to undertake further training as required
* Enjoy working with other people and have an enthusiastic passion for helping others achieve their goals
* Enthusiasm for working with young people aged 16-24
* Commitment to contributing in all project areas
* To be proactive and use own initiative
* Proven flexibility to meet organisational, project and client needs
 | * Proven good track record in previous employment relating to attendance
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| **Other Relevant Requirements:** | Readiness to undergo an enhanced DBS check (Children and Adults barred list) |  |  |