



Job Description

Job Title	Assistant Peer Mentors
Department	Cyfle Cymru Out of Work Service
Base Location	Flintshire
Hours of Working	16 hours per week (for 12 weeks)
Salary	National Living Wage
Reports to	Assistant Lead Peer Mentor
Line Management Responsibility	N/A

Job Purpose:

- Provide support to Peer Mentors and Cyfle Cymru participants.

Main Duties and Responsibilities:

- To act as a buddy to Cyfle Cymru participants.
- To assist peer mentors with delivering project outcomes via group work and drop-ins.
- To assist the peer mentor in providing support and guidance to all participants being referred onto the project.
- Manage a small caseload of Participants.
- 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.
- Must be able to provide support where necessary.

Client Work:

- To communicate effectively, carefully and sensitively.
- To refer clients to other services within the partnership, and other external agencies as appropriate.
- To undertake and manage own participant caseload.
- To be accountable for own decisions and actions in consultation with supervisor.
- 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.

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.

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 assistant Peer Mentor

	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
Qualifications:		<ul style="list-style-type: none"> • A recognised qualification/ certificate in substance misuse or related field • The ability to speak Welsh and English 	
Experience:	<ul style="list-style-type: none"> • Personal experience of substance misuse issues and/or mental health conditions 	<ul style="list-style-type: none"> • Experience of working with individuals who have/had substance misuse issues or Mental Health issues. 	
Skills:	<ul style="list-style-type: none"> • Ability to communicate effectively with people with mental health issues 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 	<ul style="list-style-type: none"> • An understanding of other key professionals, and how to contact them for consultation or referral • The capacity to support young adults or parents/carers in implementing a range of strategies to enable them to achieve their potential • Full driving licence and full access to a vehicle • An ability to work in partnership with other practitioners to deliver effective interventions and support for substance misusers/mental health individuals 	
Knowledge:		<ul style="list-style-type: none"> • Knowledge of safe working practice appropriate to the work • Knowledge of local treatment services for substance misuse individuals, what they offer and how to contact them • Awareness of the issues of confidentiality arising when working with individuals and substance misuse/mental health • Knowledge of child protection and working practice to safeguard vulnerable people 	
Personal Qualities:	<ul style="list-style-type: none"> • Be willing to undertake further training • Enjoy working with other people and have passion for helping others achieve their goals • Is committed and willing to contribute in all area's • Able to use basic I.T 	<ul style="list-style-type: none"> • Have sustained a good level of attendance in previous work • Ability to use Microsoft packages • To be proactive and use own initiative 	

Other Relevant Requirements:	Be prepared to undergo an enhanced DBS check.		
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