



ADFERIAD RECOVERY

Bodloni anghenion pobl sy'n agored i niwed sy'n wynebu heriau bywyd cymhleth
Meeting the needs of vulnerable people facing complex life challenges



JOB DESCRIPTION PEER MENTOR

JD 177

Hours:	37.5 hours a week
Salary:	£19,047 per annum
Holidays:	25 days per year plus 8 public holidays (pro rata)
Period of Notice:	1 week during probation; 4 weeks thereafter
Probationary Period:	6 Months
Based at:	Caerphilly
Responsible to:	Lead Peer Mentor

Job Purpose:

- Provide support and guidance to all participants being referred onto the project
- 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 achieve project targets and outcomes**



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Responsibilities:

- Source potential participants through referral routes.
- To ensure all project outcomes are delivered on target.
- 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.



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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.

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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	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
Qualifications:	<ul style="list-style-type: none"> BTEC Level 2 in Peer Mentoring or personal experience of substance misuse issues and/or mental health conditions 	<ul style="list-style-type: none"> A recognised qualification/certificate or training in substance misuse or related field The ability to speak both Welsh and English 	Application
Experience:	<ul style="list-style-type: none"> 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 working in community-based services and with vulnerable client groups You will have a sound understanding of substance misuse services and the benefits and challenges of service users 	<ul style="list-style-type: none"> Experience of multi-agency work 	Application / Interview
Skills:	<ul style="list-style-type: none"> 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 	<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/careers in implementing a range of strategies to enable them to achieve their potential Full driving licence and full access to a vehicle 	Application / Interview
Knowledge:	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	Application / Interview
Other Relevant Requirements:	<ul style="list-style-type: none"> Full driving licence and full access to a vehicle for work purposes Be prepared to undergo a DBS check 	<ul style="list-style-type: none"> Welsh language skills 	Application