



# 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

<b>Hours:</b>	37.5 hours a week
<b>Salary:</b>	£19,047 per annum
<b>Holidays:</b>	25 days per year plus 8 public holidays (pro rata)
<b>Period of Notice:</b>	1 week during probation; 4 weeks thereafter
<b>Probationary Period:</b>	6 Months
<b>Based at:</b>	Dean St (Covering South Gwynedd)
<b>Responsible to:</b>	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>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>BTEC Level 2 in Peer Mentoring or personal experience of substance misuse issues and/or mental health conditions</li> </ul>	<ul style="list-style-type: none"> <li>A recognised qualification/certificate or training in substance misuse or related field</li> <li>The ability to speak both Welsh and English</li> </ul>	Application
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Personal experience of substance misuse issues and/or mental health conditions</li> <li>Experience of working with individuals who have/had substance misuse issues or Mental Health issues</li> <li>experience of working in community-based services and with vulnerable client groups</li> <li>You will have a sound understanding of substance misuse services and the benefits and challenges of service users</li> </ul>	<ul style="list-style-type: none"> <li>Experience of multi-agency work</li> </ul>	Application / Interview
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively with adult substance misusers/Mental Health and individuals from BME communities and encourage positive engagement</li> <li>Ability to initiate and maintain effective communication and working relationships with a relevant range of people and agencies</li> <li>An ability to work in partnership with other practitioners to deliver effective interventions and support for adult substance misusers</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of other key professionals, and how to contact them for consultation or referral</li> <li>The capacity to support young adults or parents/careers in implementing a range of strategies to enable them to achieve their potential</li> <li>Full driving licence and full access to a vehicle</li> </ul>	Application / Interview
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Awareness of the issues of confidentiality arising when working with adults and substance misuse</li> <li>Knowledge of child protection and working practice to safeguard vulnerable people</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of safe working practice appropriate to the work</li> <li>Knowledge of local treatment services for substance misusing adults, what they offer and how to contact them</li> </ul>	Application / Interview
<b>Other Relevant Requirements:</b>	<ul style="list-style-type: none"> <li>Full driving licence and full access to a vehicle for work purposes</li> <li>Be prepared to undergo a DBS check</li> </ul>	<ul style="list-style-type: none"> <li>Welsh language skills</li> </ul>	Application