



### Job Description

<b>Job Title</b>	Peer Mentor
<b>Department</b>	Cyfle Cymru Out of Work Service
<b>Base Location</b>	North Wales
<b>Hours of Working</b>	37.5 hours over 7 days
<b>Salary</b>	£18,296 per annum
<b>Reports to</b>	Lead Peer Mentor
<b>Line Management Responsibility</b>	Assistant Peer Mentors

#### 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 ensure project outcomes are delivered on target

#### Main Duties and 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.

**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.

**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**

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>Method of Assessment</u></b>
<b>Qualifications:</b>	BTEC Level 2 in Peer Mentoring	<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> <li>•</li> </ul>	
<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>	
<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>	
<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>	

<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Be willing to undertake further training</li> <li>• Enjoy working with other people and have an enthusiastic passion for helping others achieve their goals</li> <li>• Is committed and willing to contribute in all area's</li> <li>• Able to use basic I.T</li> <li>• To be proactive and use own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Have sustained a good level of attendance in previous work</li> </ul>	
<b>Other Relevant Requirements:</b>	<ul style="list-style-type: none"> <li>• Be prepared to undergo an enhanced DBS check.</li> <li>• Full UK Driving licence and access to a vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Welsh Language</li> </ul>	