



PROVIDENCE ROW HOUSING ASSOCIATION

Job Description

Post: Peer Mentor Co-ordinator (Expert by Experience)

Responsible to: Dellow Centre

Responsible for: Peer Mentors

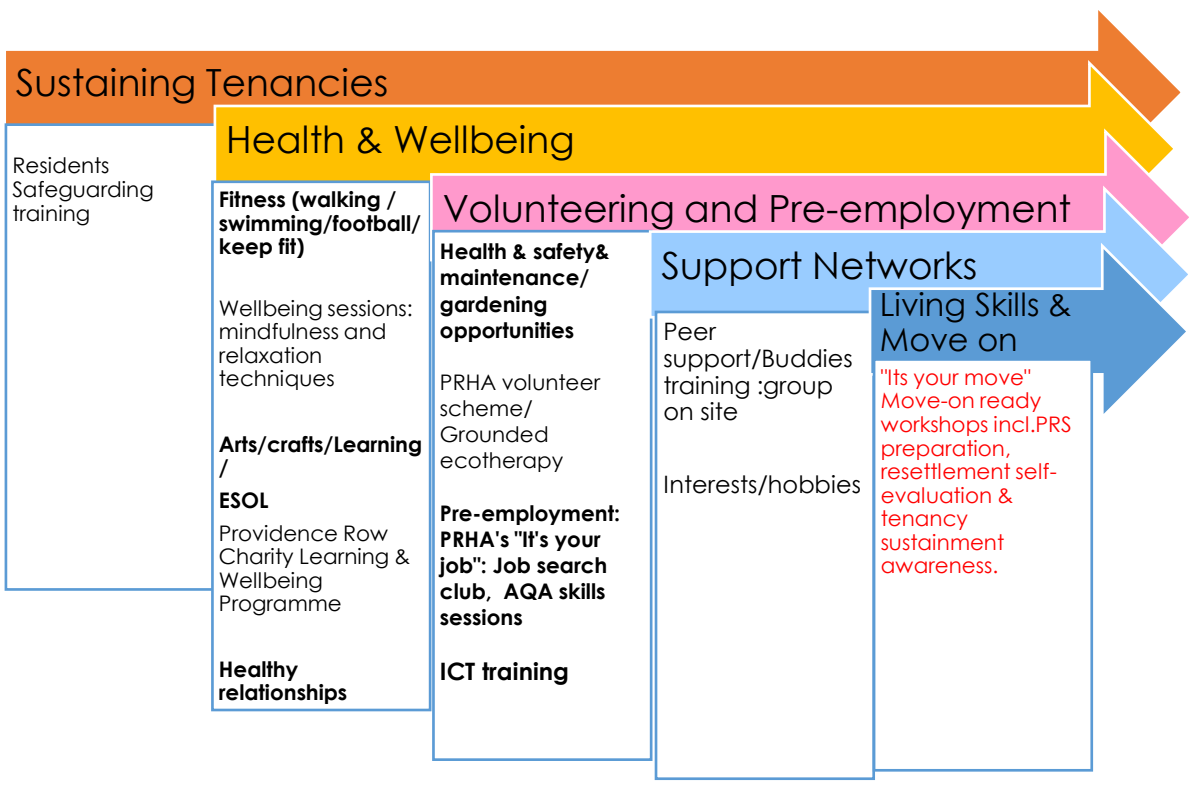
Liaison with: Project Managers, Residents and Tenants

Days and hours: 1 day a week – 8 hrs

Salary:

PRHA defines Peer Mentors as positive role models who can use their own experience of use of services (i.e. treatment, recovery, mental health and accommodation services) to inspire, motivate and support individuals to be empowered to reach their full potential.

The Peer Mentor Co-ordinator will be responsible for motivating, recruiting, training and developing residents to become peer mentors. In PRHA homelessness services this programme will be delivered supporting the organisation's momentum programme.



Job Purpose

1. To create a peer mentor service that supports residents in participation of an accredited peer mentoring programme.
2. Organise Peer mentoring events
3. Create an annual programme of training, support and feedback for all peer mentors.
4. To arrange training for peer mentors and ensure attendance to complete their AQA qualifications.
5. Work with support workers to ensure coordination of support offers for peer mentors.
6. To be responsible for arranging and recording of weekly peer mentor meetings
7. To set up and facilitate focus groups for residents
8. To develop a monthly programme of activities/workshops/events to enable Peer Mentors to co-deliver programmes that feed directly into the organisation's Momentum Programme.
9. Complete required data and satisfaction data and ensure other records of work undertaken are maintained as required to enable the performance management of the Peer Mentoring Service.
10. To contribute to regular team meetings
11. Participate in supervisions, appraisals and training.
12. Maintain a safe and appropriate physical environment for all staff and residents in line with PRHA's Health and Safety Policy.
13. Liaise and work with all internal and external stakeholders to deliver an effective PRHA wide service.

Person Specification

1. Personal experience of homelessness, rough sleeping, mental ill health or substance misuse
2. Understanding of the causes of homelessness and the pathways out of homelessness
3. The ability to work with people who may display challenging behaviour or be willing to be trained in this area
4. Some experience of working with homeless people or rough sleepers, including working with statutory agencies in a voluntary capacity.
5. Some experience of organising events and groups for homeless people or rough sleepers
6. The ability to motivate and recruit peer mentors in order to develop this service.
7. The ability to create and develop a programme of events that draws on the ideas of participants of the service – with the skills to motivate residents to contribute and develop the service
8. Some experience of co-delivering coaching and/or training sessions
9. The ability to represent PRHA appropriately at all times, work professionally with external agencies and to promote the service to a wide range of audiences.
10. Some good administrative IT and reporting skills and a willingness to learn new skills in this area
11. An understanding of an commitment to confidentiality and professional boundaries
12. An understanding of equal opportunities and how it can be applied within PRHA
13. An understanding of Health and Safety
14. Effective time and workload management.

PRHA believes that it is important to our organisation and our clients to employ people who understand the challenges of recovery & rehabilitation. Please see PRHA policy on 'Employing ex-offenders and people with a history of substance misuse'. The expectation is that staff must be in recovery.