



Young Adult  
Mental Health

## STELLA'S PLACE JOB POSTING

### PEER INITIATIVES MANAGER (full-time)

Posting Date: Nov. 27, 2018

Application Close Date: Dec. 11, 2018

#### POSITION DESCRIPTION

Stella's Place (SP) is a community-based integrated mental health service hub for young adults (16-29 years). We integrate peer and clinical supports, and utilize innovative clinical practices and processes that put young adults in the 'driver's seat' of their own recovery plan.

This management position is central to the success of Stella's Place and an exciting opportunity to collaboratively implement Stella's Place's clinical and recovery programming. Peer supporters deliver a range of programming at SP, including online peer support, recovery groups, and drop-in programming in the Cafe. Programs on our menu of offerings have been co-designed by young adults and content experts, and feature Peer Supporters as leaders and/or co-facilitators.

Your primary focus will be on managing peer-led initiatives including BeanBagChat (online peer support chat), WRAP, and other recovery groups and programs. You will be responsible for the supervision, coaching, support, training, and development of Peer Supporters, and forming and maintaining community partnerships. You will be responsible for administrative and supervision duties related to the programs and Peer Supporters in your portfolio, as well as engagement in community and organizational development. You will work closely with the Director of Program Operations, and the rest of the management team. You will work from a strength-based perspective to develop, support, and evaluate integrated and peer-based initiatives.

#### RESPONSIBILITIES

Your responsibilities include but are not limited to:

##### Supervise Peer Support Staff

- Participate in Human Resource activities related to recruitment, hiring, onboarding and evaluation for peer supporters delivering programming on-site and online.

- Provide regular support, coaching, mentoring and supervision for peer support workers and peer facilitators from a strength-based perspective
- Identify and provide learning opportunities and methods for on-going training and development including facilitation of Peer Support Community of Practice
- Regularly review documentation practices with peer supporters
- Conduct regular performance reviews with peer supporters
- Co-facilitate groups to provide on-the-job coaching
- Create and maintain schedules for BeanBagChat and groups
- Maintain administrative systems for invoices and timesheets
- Provide staff with resources and navigation support
- Supervise students and volunteers as time and resources allow

### Management of Peer Initiatives and Program Development

- Participate in the planning, development, delivery and evaluation of programming
- Participate in the development, implementation and review of policies and procedures
- Assist in promotion and outreach for programming
- Manage daily operation and scheduling of all peer-led programs
- Support the development and implementation of peer-led groups and integrated groups with clinicians and/or community partners
- Co-lead and support program co-design groups
- Participate in the ongoing development of online chat and recovery programs
- Support Stella's Place Peer Support Training Program
- Provide leadership in the continued development of integrated peer support programs

### Organizational Development

- Participate in management meetings
- Engage and liaise with other community organizations and institutions to represent Stella's Place and to explore opportunities for innovative service delivery
- Co-lead and support organizational co-design groups
- Continue to build and evaluate our recovery-based, young adult-focused peer support model
- Support the development and delivery of organizational policies and practices
- Participate in continuous quality improvement processes
- Build and participate in partnerships, networks and knowledge transfer to further the role of peer support work in the mental health sector
- Represent the organization at planning meetings, conferences and other multi-stakeholder events

### QUALIFICATIONS

#### Required:

- Program management experience – development, delivery and evaluation of programs and services

- Human resources management experience - hiring, scheduling, supervising, coaching, mentoring and supporting staff
- Demonstrated knowledge of peer support principles and practice
- A commitment to, and demonstrated skills in recovery-focused practice
- Experience working in peer support
- Experience working with young adults
- Experience using online methods to engage and support participants
- Experience in the collaborative development of programs, and organizational culture
- Group facilitation experience
- Demonstrated diversity and cultural competence: Utilizes culturally-responsive, trauma-informed and anti-oppressive approaches
- Demonstrated understanding of the impact of oppression and social determinants of health
- Knowledge of youth and young adult mental health services, community and recreational resources within Toronto

#### Preferred Assets:

- Peer Support training certificate (from Stella's Place or elsewhere)
- Standard WRAP Level 2
- CPR and First Aid
- NVCI and ASIST training
- Degree or diploma in health-related discipline (such as Social Work, Nursing, Occupational Therapy, Social Service Work, Drug and Alcohol Counselling)

#### JOB STATUS, HOURS, AND REMUNERATION

- This is a full-time position. Some evenings and weekends may be required.
- You will report to the Director of Program Operations.
- We offer a competitive salary and benefit package.

#### DIVERSITY, EQUITY, AND ACCOMMODATION

Stella's Place is committed to having a workforce that is reflective of the diversity of the City of Toronto in general and of our participants in particular. We strongly encourage applications from: racialized persons, indigenous persons, persons with disabilities, persons of minority sexual orientation or gender identity, and all those who can provide different perspectives and contribute to diversification at Stella's Place.

Stella's Place is committed to hiring practices that are inclusive and barrier free. Stella's Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.

YOUR APPLICATION Interested and qualified candidates are invited to submit their cover letter outlining your interest in working with Stella's Place (along with a detailed résumé) to [careers@stellasplace.ca](mailto:careers@stellasplace.ca) with subject: Peer Initiatives Manager.

*We thank all candidates for their interest. We regret that only those selected for an interview will be contacted.*

## Summary

Stella's Place, a community-based, integrated mental health and treatment service for young adults (16-29 years) is seeking a Peer Initiatives Manager. We look forward to hearing from qualified applicants who are excited by an opportunity to work collaboratively within a peer support model.