



Young Adult
Mental Health
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POSITION TITLE: Peer Initiatives Coordinator

LOCATION: Toronto - in office and temporarily home based due to COVID-19

APPLICATION CLOSING DATE: November 14, 2021

SALARY RANGE: \$50,000 - \$56,000/annually

ABOUT STELLA'S PLACE:

Stella's Place 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.

Mission: Partnering young adults and professionals to provide a collaborative, innovative model of mental health services.

Vision: Healthy, resilient young adults living the lives they choose.

Values: At Stella's Place, we fundamentally value the capabilities and contributions of young adults, as we seek breakthrough innovations that benefit our community and society as a whole.

JOB DESCRIPTION:

The Peer Initiatives Coordinator is an exciting opportunity to collaboratively implement Stella's Place's clinical and recovery programming. This role is central to the success of our programs.

Your primary focus will be overseeing all coaching, support, training, and development of the Peer Ambassador Program at Stella's Place and facilitating Community of Practice meetings.

Our Peer Ambassadors support the delivery of a range of programming at Stella's Place, including online and in person co-facilitation of recovery groups, and drop-in programming in both the virtual Cafe and in house Cafe. Programs on our menu of offerings have been co-designed by young adults and content experts, and feature the voices of Peer Ambassadors.

18 Camden St. Toronto M5V 1V1 | 416.461.2345 | www.stellasplace.ca

Charitable Registration #: 817186935RR0001



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You will be responsible for administrative duties related to the peer training programs and participants-as well as engagement in community and organizational development.

You will work closely with and report to the Peer Development & Training Manager. You also will work in conjunction with other program managers. You will work from a strength-based perspective to develop, support, and evaluate integrated and peer-based initiatives.

ROLE RESPONSIBILITIES:

TRAINING & DEVELOPMENT

- Oversee the development and implementation of the peer support program at Stella's Place
- Oversee the promotion and enrollment of participants in the peer support training program
- Identify and provide learning opportunities for peer training and methods for on-going peer training and development to participants in the peer training program.
- Work harmoniously with peers and professionals in various disciplines as well as other professional and nonprofessional people in the community.
- Develop and provide oversight to a peer support training program.
- Participate in the planning, development, delivery and evaluation of programming
- Develop a monthly newsletter for young adult peer supporters
- Provide leadership in the continued development of the integration of peer support programs
- Participate in evaluation of our recovery-based, young adult-focused peer model
- Build and participate in partnerships, networks and knowledge transfer to further the role of peer support in the mental health sector
- Represent the organization at planning meetings, conferences and other multi-stakeholder events

COACHING & SUPPORT

- Facilitation of peer support community of practice
- Provide regular support, coaching, and mentoring to participants from a strength-based perspective
- Provide leadership and mentoring to participants in the peer support training to support the design, implementation and evaluation of individual and group based activities in line with recovery principles.



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- Lead and support organizational co-design groups
- Supervise students and volunteers as time and resources allow

ORGANISATION & ADMINISTRATION

- Write and prepare clear, meaningful reports
- Maintain administrative systems for invoices and timesheets
- Coordinate monthly young adult Peer Support Workers group across the sector
- Participation in relevant sector committee's as requested by management
- Participate in the development, implementation and review of policies and procedures
- Assist in promotion and outreach for programming
- Participate in team and staff meetings
- Engage and liaise with other community organizations and institutions to represent Stella's Place and to explore opportunities for innovative service delivery
- Participate in continuous quality improvement processes
- Additional duties as required

QUALIFICATIONS & EXPERIENCE:

Required:

- Program management experience – development, delivery and evaluation of programs and services
- Demonstrated knowledge of peer support principles and practice
- A commitment to, and demonstrated skills in recovery-focused practice
- Experience working with 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

COMPETENCIES:



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- Skilled communicator; strong communication skills, both written and verbal. Comfort and skill presenting and facilitating groups
- Coaches, develops and empowers others; ability to motivate and engage
- Teamplayer with strong collaboration skills
- Diversity, equity and inclusion; uses culturally-responsive, trauma informed and anti-oppressive approaches.
- Critical thinking; demonstrates professional judgement and reasoning in decision making

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 in health-related discipline (such as Social Work, Nursing, Occupational Therapy, Drug and Alcohol Counselling, etc.)
- Bilingual

SALARY & BENEFITS:

Stella's Place offers a competitive annual salary and a generous health and vacation package; including comprehensive medical, dental and vision health benefits, 3 weeks vacation and 15 health days annually, prorated to FTE. Vacation increases after one year of service.

HOURS & REPORTING:

Regular communication, coaching, mentoring, professional development, and evaluation will take place with the Peer Development and Training Manager on a regular basis.

This is a full time position working 40 hours per week Monday to Friday. Weekend and evening work will be required occasionally.

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,



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persons of diverse sexual orientation, gender identity and gender expression and all those who can provide and contribute to diversification of perspective 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 and how you heard about the position (include specific website or network) along with a detailed CV to careers@stellasplace.ca with subject: Peer Initiatives Coordinator by November 14, 2021.

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