



# Drop-In Support Peer Worker

## Program Position:

**iRESPECT integrated Regional Education & Peer Engagement Capacity Transfer, Education & Prevention Department**

## Supervision:

**Jasper Smith**, Education Coordinator  
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**Chris Grimard**, Capacity Builder  
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## Position Summary:

Individual(s) will work in collaboration with other peer workers and supervisors to provide drop-in sessions for transgender peers during ARCH's transgender health clinic days (Tuesdays). Sessions will be structured using motivational interviewing techniques to explore sexual health, increase capacity of sexual health strategies and to engage the local transgender community in approaches to HIV, disclosure, sexual health, mental health, pre-exposure prophylaxis (PrEP), accessing local services and HIV testing.

**\*This position qualifies as a paid peer worker position. The honouraria will be \$15 per hour. Note that training for the position is unpaid however resources, food and other requirements will be provided.**

A **peer worker**, for the purposes of ARCH's iRESPECT program, is someone who has experienced situations similar to those faced by the communities the agencies serve – in this case, someone who has lived experience as a transgender, gender diverse, or otherwise non-cisgendered individual. Some peer workers may be hired if they have a close family member, or friends who have lived experience as a transgender or non-cisgendered person(s). Peer workers will use their lived experiences and knowledge to assist ARCH to provide outreach services to individuals in Guelph, Wellington, Dufferin, Grey and Bruce Counties who are living with, or at-risk, for HIV, Hep C, or other STBBI's. Peer workers are not employees of ARCH. Peer workers may be paid an honorarium for their assistance with programming but will not receive an hourly wage or salary.

## Duties:

In collaboration with supervisors and other peer workers, the worker will:

- Person drop-in session hours in three (3) hour shifts, engaging

with drop-in participants and their approaches to sexual health and wellness using motivational interviewing techniques

- During times where there are no participants utilizing the drop-in space, peer workers will assist in education and outreach initiatives by engaging the community online through any combination of researching/writing articles, and social media outreach
- Peer workers will meet with their assigned supervisor biweekly during regular shift hours to discuss successes, barriers, or opportunities for further learning and development
- Maintain a professional yet supportive role within drop-in sessions with an emphasis on active listening skills
- Abide by ARCH's confidentiality policy regarding working with participants and disclose this policy to drop-in participants at the beginning of each session
- Provide referrals or seek necessary interventions when content of session or needs of an individual exceed the peer worker's capacity, ability, or comfort
- Meet professional obligations through efficient work habits such as meeting deadlines, honouring schedules, and coordinating referrals for participants
- Maintain effective record keeping (session notes, tracking, resources given, number of participants, etc)
- Compile and submit evaluation feedback

**Skills Required:**

- Lived experience as transgender, gender variant, or non-cisgender individual (see Position Summary for details)
- Personal awareness and emotional maturity
- Time management / organizational skills
- Non-judgmental
- Active listening / listening skills
- Supportive
- A background in HIV/AIDS education, prevention, health care and/or social services (social worker, counselling, therapy, nursing, educator...) considered an asset
- Reliable transportation/being able to navigate Guelph public transit considered an asset
- Must be comfortable discussing sex and sexual wellness, HIV, STI's, mental health and other issues impacting transgender communities

**Training / Forms:**

**The following training / forms must be completed prior to starting the position:** Active Listening, ARCH Volunteer Training including modules on ARCH, HIV, Harm Reduction, and Anti-Racism / Anti-Oppression, as well as a skill building Peer Training session, including modules on Active Listening, Motivational Interviewing and Mental Health Interventions

**Time Commitment/  
Length:**

This position requires a one year commitment, as follows:

- Mandatory peer training session to be held in August (3 days + one supplementary afternoon training session) which is unpaid, however food, accommodations (if necessary) and all other materials will be provided free of cost.
- Staff drop-in hours on Tuesdays, including alternating morning and afternoon sessions (9:30am - 12:30pm and 1:30pm - 4:30pm) between September and August.
- Provide feedback and assist in training new volunteers for the following year (training held in August).

**Transportation/  
Accessibility:**

Dawson Road office is accessible by car or public transit.

- Accessibility ramp into building, front door of office does not have an automatic door, no stairs in building, accessible unisex washrooms.

ARCH can provide bus tickets/parking passes to peer workers as needed  
Venues for training sessions may have differing levels of accessibility.  
When a venue is not accessible to a peer worker, training will be provided in a different venue that is accessible to the individual at another date and time.

**Start Date and  
Work Hours:**

- Start date: August 2017
- Training session: 3 days + one supplementary Motivational Interviewing skill building training session (August 2017, dates TBD)
- Drop-In Sessions: Tuesdays, including alternating morning and afternoon sessions (9:30am - 12:30pm and 1:30pm - 4:30pm) between September and August.
- Participate in debrief sessions with supervisor biweekly, during regularly scheduled shift hours.

**Other / FAQ:**

All peer workers are required to:

- Be over the age of 18 (for safety and legal reasons)
- Attend all training and debrief sessions as well as supervision meetings
- Adhere to all of the policies, procedures, and guidelines of ARCH
- Behave in a respectful, friendly, approachable and non-judgemental manner
- Be reliable and on-time for scheduled shifts and activities
- Represent ARCH, other partnering agencies, and themselves, in a

positive and professional way

- Refrain from being under the influence of any substance and being present while during a shift/session (no cell phones, doodling...)
- Have personal knowledge of various issues that our client population faces, including, but not limited to, aspects of medical transition, experiences of transphobia and cissexism, experiences of mental health struggles including drug use and addictions, involvement with the sex trade and/or HCV and/or HIV diagnosis and/or treatment
- Have strong verbal communication skills
- Work as a part of a team.
- Have a desire for continuous learning and to contribute to the local community
- Be willing to work with the supervisors and other staff to grow and develop various transferable skills, and reduce feelings of isolation for transgender, gender diverse and non-cisgendered individuals as well as HCV and/or HIV infected and affected individuals

#### **HOW TO APPLY:**

ARCH is a non-profit, community-based agency that offers a dynamic and supportive environment with creative and committed team of staff, peers and volunteers and an opportunity to contribute in a meaningful way to our community. We are an equal opportunity employer committed to embracing diversity and individuality, and opposed to practices which discriminate on basis of race, gender, sexual orientation, religion, handicap, disability, age, or nationality. We encourage all interested individuals to apply.

To apply for the role of Drop-In Peer Support Worker, please send an email to **Jasper Smith**, Education Coordinator, at [education@archguelph.ca](mailto:education@archguelph.ca) with your resume and cover letter attached as a Word Document, .DOC, and/or .PDF file and the subject line reading "ARCH Drop-In Peer Support Worker Application". If email is not an accessible format to send in your resume and cover letter, please feel free to call so appropriate arrangements can be made; this will be the only acceptance for phone calls. Please do not call inquiring if you were a successful applicant. We will contact you via the email used to send in your resume or the phone number specified on your resume to notify you of being a successful applicant and for scheduling an interview. **The deadline to apply for this role is Monday, June 12<sup>th</sup>, 2017 end of day at 5:00PM EST or 17:00 hours.**

A **resume** should include applicable information about an applicant including: full name (first and last), email, phone number, mailing address, qualifications (BSW, BA, CSW...), registration and registration numbers to governing bodies (RSW, RPN...), past educational experiences (schools [high schools, colleges, universities...], training [CPR, harm reduction, anti-oppressive practice], workshops, etc.), and past volunteer experiences; all contact information provided within a resume will be assumed that it is appropriate to email, call, and leave voice messages. A **cover letter** should include information about additional experience related to the position, and pose why the position is of interest to you as an individual; state your case. If you are unsure how to write a resume and cover letter, please research how using the Internet; here are some links that

may assist you...

[Resume Link 1](#), [Resume Link 2](#), [Cover Letter Link 1](#), and [Cover Letter Link 2](#).