

JOB DESCRIPTION

Peer Support Centre Coordinator



Job Title:	Peer Support Centre Coordinator	Job Category:	UWSA Coordinator
Department/Group:	University of Windsor Students' Alliance (UWSA)	Reports to:	VP Student Advocacy (VPSA) - Paramjot Singh Gogia
Location:	UWSA office - CAW Student Centre		
		Position Type:	Part-Time, with the potential to become a Full-Time position
HR Contact:	General Manager – Maria Hamilton	Date posted:	
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	No

Applications Accepted By:

UWSA office – CAW Student Centre, Room 209

Phone: 519-971-3600 | E-mail: uwsa@uwindsor.ca | Fax: 519-971-3654

www.uwsa.ca/about/uwsa-opportunities/

General Scope of Duties

ROLE

Reporting to the VPSA, the Peer Support Centre Coordinator oversees the UWSA Peer Support Centre, including public education programming and advocacy of mental wellness within the University of Windsor campus community. The Coordinator will ensure the Peer Support Centre remains safe, confidential, inclusive and positive mental wellness space, which is protected for all students and to assist in the instigating change on campus to embrace and encourage a culture of understanding, openness, inclusion and acceptance.

DUTIES AND RESPONSIBILITIES

- Manage the operations of the Peer support Centre, including but not limited to the budget, marketing and promotion, volunteers, information provision, supplies and resources
- Organize and promote events, initiatives and activities that bring awareness to mental health, such as but not limited to theme weeks, speakers, forums, and other education/advocacy tools utilizing online platforms as well as physical campus spaces, when permitted
- Work with the VPSA to create and promote regular educational awareness campaigns for mental health
- Serve as a mental health resource for students seeking information on issues pertaining to their marginalized community
- Promote and advertise the Peer Support Centre to the campus community
- Serve as a resource for students seeking information on mental health issues
- Maintain statistical records on service usage, as defined by the VPSA
- Responsible for developing and implementing service procedures, as needed
- Establish and maintain positive relationships with campus and community partners
- Actively seek and secure sponsorship funding, training and logistical support through campus and community partners
- Recruit, hire, train and schedule all Ignite/Nursing placement students and volunteers (i.e. peer counsellors), including facilitating a 2-3 week intensive training program
- Record, track and submit Ignite student hours
- Coordinate, supervise and provide ongoing support to Ignite/Nursing placement students and volunteers
- Fulfill any other duties as assigned by the VPSA

ACCOUNTABILITIES

Peer Support Centre Coordinator

- Organize consistent training for Ignite/ Nursing placement students and volunteers
- Schedule weekly operating hours for the service centre, as agreed upon with the VPSA
- Defined by the VPSA, prepare weekly progress reports on activities and results and status of portfolio objectives, including budgetary reporting, if applicable
- Maintain consistent office hours on a weekly basis, as agreed upon with the VPSA – this will include utilizing online platforms for virtual office hours, and when allowed on campus, physical office hours
- Prepare a comprehensive transition manual before the end of their term, as defined by the VPSA

PREFERRED QUALIFICATIONS

- Master of Social Work degree (either acquired, or in the process of completion) or an equivalent clinical degree
- Experience working within the Peer Support Centre, peer-to-peer counselling or the fields of social work, education and psychology
- Have a general understanding and knowledge of the intersectional mental health and addiction issues faced by post-secondary students on a university campus, including 2SLGBTQIA+ identifying students, womxn, Black students etc.
- Have a strong understanding of the tools and techniques surrounding creating safe, inclusive and confidential spaces
- Have strong understanding of cultural competency
- Demonstrates ability to maintain confidentiality
- Demonstrates ability and understanding of volunteer recruitment and training
- Experience in supervising and supporting a team
- Strong analytical, problem solving, time management and organizational skills
- Verbal and written communication skills
- Strong administrative skills
- Experience with planning events
- Ability to work independently and in a team environment
- Outstanding fundraising and marketing abilities
- Have a general understanding and knowledge of the UWSA

WORKING CONDITIONS

- Work will require use of a vehicle
- Mentally exhausting at times
- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges
- Work will primarily take place in a controlled office environment, but also in a variety of event locations around campus, as well as in virtual spaces accessible to University of Windsor students
- Access to office computer, photocopier, office supplies, meeting rooms, etc.

The UWSA is strongly committed to being an equal opportunity employer and recruiting a diverse staff. We encourage candidates to voluntarily self-identify on their application if they are

JOB DESCRIPTION

Peer Support Centre Coordinator



members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA-identified persons.

Please note that the UWSA is an independently incorporated students' union operating within the University of Windsor community; this is not a University of Windsor position.

This is not a University of Windsor position