WORK STUDY JOB POSTING

JOB TITLE: UVSS_BOD3  UVSS Peer Support Centre Assistant (UVSS Board)

DEPARTMENT NAME: University of Victoria Students' Society (Board of Directors)

CONTACT NAME: Alannah James

JOB DESCRIPTION:

In Fall 2018, the University of Victoria Students' Society (UVSS) will begin operating a Peer Support Centre in the basement of the Student Union Building (SUB).

This space will provide an open and comfortable area for students to relax and talk to qualified volunteer peer helpers. This dynamic team of students is committed to providing valuable peer support resources and programs to the university community.

You will help coordinate volunteer peer helpers, organize regular meetings for volunteers, staff the Peer Support Centre, provide support to students, and promote the Centre’s location and services to the broader campus community.

The Peer Support Centre Assistant reports and is responsible to the UVSS Board of Directors through the Research and Communications Manager.

DUTIES:

● Provide non-judgmental guidance and support to volunteers and students accessing the service.
● Staff the Peer Support Centre and support clients in accessing resources.
● Refer students to campus and community services based on their needs.
● Facilitate one-on-one peer support sessions with students.
● Help coordinate events, including training and workshops on mental health.
● Promote the location and services of the Centre to all students.
● Organize regular professional development opportunities for volunteers.
● Monitor the Peer Support Centre email and respond to emails in a timely manner.
● Ensure that all clients and volunteers are aware of the Centre’s Community Agreements, and ensure they are upheld.
● Promote mental health services and resources for students.
● Report any issues to the Director of Campaigns & Community Relations and/or the Research and Communications Manager.

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
• Other duties as assigned.

QUALIFICATIONS:

Required
1. A passion for increasing access to and destigmatizing mental health support and services.
2. Empathy and active listening skills.
3. Demonstrated ability to work independently with little supervision, and to work effectively as part of a team.
4. Professional communication and interpersonal skills and ability to build relationships with a diversity of students and community partners.
5. Understanding of the UVic Students' Society and student mental health issues.
6. Good organizational and problem-solving skills.
7. Experience working in community- and/or collaboration-focused work.
8. Ability to accept people for who they are and to provide supportive, non-judgmental service to others.
9. Ability to develop and maintain healthy boundaries and a respect for confidentiality.

Preferred
1. Experience coordinating volunteers an asset.
2. Experience creating safer spaces and working to reduce stigma an asset.
3. Preference will be given to upper-year students in psychology, social work, child and youth care, or related fields.

JOB LOCATION ON-CAMPUS: Student Union Building: Peer Support Centre, SUB B035

WORK STUDY WAGE: $13.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $1.09/hour

HOURS AVAILABLE: 169

HOW TO APPLY:
Please email your resume and cover letter to: comm@uvic.ca, attn: Alannah James, UVSS Research & Communications Manager.

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