

## 9.2 Appendix B: Peer Contract

<i>Eva's Satellite</i> Y.A.R.D. Peer Project Peer Position	
<b>Job Title:</b>	Peer Worker
<b>Reports To:</b>	Program Supervisor and Recreation Coordinator
<b>Job Status:</b>	Non-Union Position
<b>Supervises:</b>	
<b>Hours of Work:</b>	4 hours per week for training/ 6-10 hours per work week
<b>Position Summary</b>	
<p>The purpose of the Peer Position is to assist peers to gain valuable employable skills and create a healthy community within Eva's Satellite.</p> <p>Working within the framework of the team delivery approach, the role of the Peer is to provide support, guidance to other service users, while consistently maintaining a level of professionalism and accountability.</p>	
<b>Responsibilities</b>	

### *PROGRAM DELIVERY*

1. Peers are required to run/assist to run many recreation and Drug education based programs.
2. Peers must check in with their supervisor or assigned staff member for topics/programming for the shift.
3. Peers are expected to maintain a level of mature conduct at all times, especially while on shift.
4. Peers are not to show up for a scheduled shift while under the influence of illicit substances or alcohol.
5. Peers are to work with Advanced Peers and be able to listen to direction well.

### *DOCUMENTATION*

1. Peers will ensure that all proper forms have been filled out for each group or activity performed.
2. All peers shall ensure that their time sheet is correct and signed by a staff member at the end of each shift.

### *SHOWING UP FOR ALL SCHEDULED SHIFTS*

1. Peers will show up for ALL scheduled shifts.
2. If you are not able to attend you must inform the Program Supervisor or Recreation Coordinators as soon as you aware you will not attend. e.g. inform of court dates when assigned the date, not the morning of/ night before.
3. If a peer has not shown up for shifts/contact the Program Supervisor for one week (7 days), their names will be removed from the schedule and they must speak with the Program Supervisor.
4. Peers have One (1) sick shift, which is two (2) hours of paid sick time; this is a onetime only sick day. Any peer who is sick or misses for a justifiable reason, pending they have made contact or prior arrangements with the supervisor; can make up missed hours within the same work week.

### *DECISION MAKING AND ACCOUNTABILITY*

1. Peers will be expected to make reasonable decisions regarding groups/programming with the support of staff.
2. Peers will be held accountable for their actions and behaviors.
3. If Peers cannot demonstrate good behavior they can be up for discipline.

### *Discipline*

1. Peer Discipline will follow a three strikes policy.
  - a) First level will be supervision, a warning and problem solving around the action or behavior
  - b) The second will be supervision and problem solving plus a suspension, with the length to be determined based on action or behavior.
  - c) Third level will be dismissal from the project.

#### *SUPPORT TO TEAM MEMBERS*

1. Attend and participate in team meetings
2. Consult and collaborate with team members.
3. Report to supervisor as required.
4. Work well and listen to Advanced Peers.

#### *PROMOTION*

1. Enhance and promote the YARD Peer Project within the community.
2. Represent Eva's Initiatives in a professional manner.
3. Act in accordance to the values, philosophy and mission of Eva's Initiatives
4. Maintain positive working relationships with any partnered community agencies.

#### *CONFIDENTIALITY*

1. Maintains all confidentiality guidelines at all times.
2. If Peers cannot keep confidentiality of the residents they can be up for suspension or discipline.

#### *OTHER DUTIES*

1. The completion of other duties as assigned.

### **Work Relationships**

- Communicate with and reports to the Program Supervisor and Recreation Coordinators
- Work with other Eva's Programs.
- Develop and maintain relationships with ALL staff and contracts to Eva's Satellite.
- Develop and maintain positive community relationships.
- When working you should keep a professional manner.

### **Position Requirements**

High-energy, positive attitude, attention to detail and confidentiality, ability to work well under pressure, fun, creative and communication and interpersonal skills.

#### *SKILLS AND QUALIFICATIONS*

- Ability to work independently with minimal supervision.
- Must have communication, organizational and coordination skills

- Ability to manage projects.
- Functional knowledge of crisis intervention and assessment techniques.
- Demonstrated group facilitation skills.
- Knowledge and a good understanding of mental illness.
- Ability to function effectively as a member of team.
- Must demonstrate a professional manner in dealing with members, staff and clients
- Experience with public presentations would be an asset.

Peers are given a \$10 per hour cash honoraria every Friday at 3pm. Each peer is scheduled a minimum of 4 hours per week during the 6 week training period and 6 to 10 hours per week for the 6 week working period. Peer schedules will be posted each Friday for the following week.

I have read the foregoing and understand that it is a description of my duties.

---

Peer Signature

---

Date

---

Supervisor Signature

---

Date