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| green band epsStockport Council**Job Description** |
| Post Title: Mosaic Peer Mentor Support Worker**Service Area:** Stockport Family**Directorate:** Children & Young People’s Service**Team:** Mosaic | Salary Grade: 4 |
| **Post Reports to:** MosaicPeer Mentor Lead**Post Responsible for:** Full support to the Mosaic Peer Mentor Programme. |
| **Main Purpose of the Job:*** To assist Mosaic with the recruitment and selection of peer mentors.
* To provide administrative support, preparing all course materials, allocating resources and booking rooms.
* Assist lead with delivering and supporting the Mosaic peer mentoring training programme.
* To organise placements and inductions for new peer mentors following training.
* To organise internal/external training for peer mentors.
* Assist lead with providing advocacy and support to peer mentors throughout training and once they are qualified.
* Assist peer mentors to access further education, training and/or employment.
* Arrange monthly support groups for qualified peer mentors.
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| **Summary of responsibilities and key areas:**Liaison and Outreach:* To respond to enquiries and provide further information regarding the Mosaic peer mentoring programme.
* To liaise with trainee peer mentors and other professionals in the recruitment, preparation, delivery, monitoring and evaluation of the Mosaic peer mentor programme.

Casework:* Assist with providing advocacy and general support to peer mentors engaged within the Mosaic peer mentoring programme.
* To be the first port of call for peer mentors, should they have questions/concerns regarding the programme.
* Support peer mentors to meet requirements of their placements.
* Arrange and support regular supervision sessions for peer mentors.

Analysis and Data Management:* To support in the collection of compiling data and reports to provide information to key stakeholders.
* To monitor and evaluate key outcomes of Mosaic peer mentoring programme.
* To maintain up to date records and personal files to ensure the health and safety of peer mentors.
* Ensure that paperwork is accurately maintained in accordance with Care Quality Commission guidance, policies and procedures.
* Accurately complete and process DBS checks in accordance with Council procedures.

Planning and Organisation:* To organise own workload and manage time effectively to meet the responsibilities and requirements of the Mosaic peer mentoring programme.
* Attend team meetings as required.
* Actively participate in own clinical supervision, professional development and training as required.
* Provide full administrative support for the Mosaic peer mentor programme.
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| **Additional duties:**To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. |

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Stockport Council

Competency Person Specification

 Post Title: Mosaic peer mentor support worker

 **Directorate**: Children & Young People’s

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **SCORE** | **Essential or Desirable** |
| **0** | **1** | **2** | **3** |  |  |
| **Skills and Knowledge** |  |  |  |  |  |  |
| Ability to build positive and sustained relationships with professionals and key stakeholders. |  |  |  |  |  | Essential |
| Awareness of the need for empathy, resilience and persistence in working with peer mentors who may require additional support throughout the programme. |  |  |  |  |  | Essential |
| Direct experience of the delivery of mentoring programmes. |  |  |  |  |  | Desirable |
| Knowledge of the benefits of peer mentoring programmes for sustained recovery |  |  |  |  |  | Essential |
| Demonstrable skills in negotiating and advocating on behalf of others. |  |  |  |  |  | Essential |
| Awareness of current Government initiatives and legislation that affect young people and families  |  |  |  |  |  | Essential |
| Knowledge and understanding of the issues associated with substance misuse and mental health  |  |  |  |  |  | Essential |
| Ability to work independently and as part of a team using own initiative, supporting others where appropriate and understanding when to seek advice from managers. |  |  |  |  |  | Essential |
| Good communication skills both verbal and written. |  |  |  |  |  | Essential |
| Ability to plan, manage, evaluate and continuously improve one’s own work to ensure its effectiveness and relevance. |  |  |  |  |  | Essential |
| Demonstrable skills/ability in prioritising, organising and managing own workload including caseload management. |  |  |  |  |  | Essential |
| Ability to facilitate groups to clients and use evidence based programmes  |  |  |  |  |  | Essential |
| Experience of direct work with children and families, in a variety of settings  |  |  |  |  |  | Desirable |
| Experience of effectively working to agreed targets and objectives and achieving outcomes. |  |  |  |  |  | Essential |
| Knowledge and experience of adult education, ideally within accredited programmes |  |  |  |  |  | Desirable |
| NVQ level 3 in Health and Social Care or equivalent  |  |  |  |  |  | Desirable |
| Understands and actively supports Stockport Councils diversity and equality policy. |  |  |  |  |  | Essential |
| To meet Stockport Council’s standard of attendance. |  |  |  |  |  | Essential |
| A willingness to be flexible in a changing environment  |  |  |  |  |  | Essential |

**Scoring key**

0 – Not met essential criteria

1 – Partially meets essential criteria

2 – Meets criteria

3 – Exceeds criteria

4 - Exceptional