



## **JOB POSTING #2022-OSM25- OUTREACH SUPPORT MENTOR Full Time Permanent**

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**Agency:** Life's Journey Inc.

**Posted:** August 3, 2022

**Program:** Women's Outreach

**Closing Date:** August 10, 2022

**Wage:** \$18.79-\$21.24 per hour *(Based on qualifications)*

**Hours Worked:** Sunday to Thursday: 11:30AM – 7:00PM *(Hours subject to change based on programming needs)*

**Location:** Winnipeg, MB

### **Preference will be given to Female Applicants**

**Please submit a detailed Cover Letter on how you meet the requirements of this position, along with a current Resume to our HR Department: [careers@lifesjourneyinc.ca](mailto:careers@lifesjourneyinc.ca)**

**When applying for the position, please indicate the advertisement number and position title within the subject line of your email or body of email/cover letter.**

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### **OVERALL RESPONSIBILITY**

The Outreach Support Mentor is responsible for providing direct support to the participants of the Outreach or Spectrum Connections program ensuring all program requirements are consistently being met. This includes participating in the ongoing planning, monitoring and communication of activities of the program participants that are in relation to each participant's program planning documents. The Outreach Support Mentor is expected to follow the Personnel Policies, including Workplace Health and Safety Policies, the Operational Practices and the goals of Life's Journey Inc. in completing their duties. The Outreach Support Mentor is also responsible for limited program administration.

This position works collaboratively with other members of the Outreach Team or Spectrum Connections Team including: other Outreach Support Mentors, Case Workers, Clinical Case Managers, Assistant Coordinator, Outreach Coordinator and Program Manager. In addition to the Outreach Team or Spectrum Connections Team, the Outreach Support Mentor is also

responsible to ensure positive interactions with collaterals associated with the participants being supported.

This role requires an individual that is able to support the program and team with:

- High work standards: work ethic, task completion, consistency, follow up, accuracy/attention to detail, time management.
- Personal management skills: accountability, self-management, stress tolerance, adaptability/flexibility, creativity, initiative, working in teams or independently, problem solving.
- Personal development skills: ability, openness, willingness to learn, receives feedback and seeks collaborative opportunities.
- Professional skills: interpersonal and communication skills, influencing, collaboration and the ability to establish effective relationships/trust with others, within professional boundaries.
- Mentoring skills: coaching, patience, influencing and modeling professional behavior.

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## **REPORTING RELATIONSHIP: PROGRAM MANAGER**

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### **QUALIFICATIONS & EXPERIENCE**

- Previous Outreach experience Required
- Optimally, two years' experience in a related role and supporting individuals with disabilities.
- Experience in an outreach setting.
- Satisfactory Child and Adult Abuse Registry check, satisfactory Criminal Record Check (vulnerable sector search) and a satisfactory Drivers' abstract and License.
- Certification of First Aid Level 1 – Emergency.
- Reliable vehicle
- Possess a 5F Driver's License
- The ability to attend work regularly as scheduled or requested.
- Demonstrated language, writing, comprehension skills.
- Demonstrate cultural knowledge competence and participate in agency training for development.
- A safe and reliable vehicle and proof of appropriate insurance on vehicle.

### **CORE COMPETENCIES FOR ALL EMPLOYEES**

Respect, Collaboration, Integrity, Effective Communication, Patience and Perseverance, Reasoning and Decision Making

**Life's Journey strives towards a workforce  
that has fair representation of the community that we serve.**