



JOB POSTING No.: 2024-OSM17 - OUTREACH SUPPORT MENTOR - Full Time Term

Agency: Life's Journey Inc.

Posted: April 26, 2024

Program: Spectrum Connections

Closing Date: May 3, 2024

Status: Full Time Term (term ending April 29, 2025)(subject to change)

Wage: \$19.79-\$22.88 per hour *(Based on qualifications)*

Hours Worked: Monday - Friday: 10:00AM – 5:30PM (subject to change)

Location: Higgins (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

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

OVERALL RESPONSIBILITY

The Outreach Support Mentor is responsible for providing direct support to the participants of the 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 team including other Outreach Support Mentors, Case Workers, Clinical Case Managers, Assistant Coordinator, Outreach Coordinator, and Program Manager. 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, receiving feedback, and seeking 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.

REPORTING RELATIONSHIP: PROGRAM MANAGER

QUALIFICATIONS & EXPERIENCE

- Two years of experience with: supporting people in the community, in an outreach capacity; supporting youth, and youth programming FASD support role experience.
- Optimally, two years of 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, and comprehension skills.
- Demonstrate cultural knowledge competence and participate in agency training for development.
- A safe and reliable vehicle and proof of appropriate insurance on the vehicle.
- Community resource knowledge an asset.

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 a fair representation of the community that we serve.**