

JOB POSTING #2024-OSM39 – OUTREACH SUPPORT MENTOR-FULL TIME PERMANENT

Agency: Life's Journey Inc.

Program: Drop-in/Programming

Posted: September 27, 2024

Closing Date: October 4, 2024

Status: Full Time – Permanent

Wage: \$20.29-\$23.38 per hour *(Based on qualifications)*

Hours Worked: Monday-Friday: 10:30AM – 6:00PM

Location: 125 Higgins Ave (Winnipeg, MB)

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 or body of email/cover letter.

OVERALL RESPONSIBILITY

The Outreach Support Mentor will work primarily in the Drop-in Center and is responsible for providing direct support to participants, facilitating programming and group work, maintaining the drop-in space, and assisting with events. Responsibilities also include engaging in ongoing planning, monitoring, and communicating activities related to the participant's individualized plan. The Outreach Support Mentor will work alongside the Drop in Activity Case Workers, Coordinator, and Program Manager.

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 members of Indigenous Spiritual Care Services, Residential, Northern Lights, Spectrum Connections, and Homeshare Programs. This includes other Outreach Support Mentors, Case Workers, Clinical Case Managers, Assistant Coordinators, Outreach Coordinators, Cultural Support Workers, and Program Managers. In addition to working with internals, the Outreach Support Mentor is responsible for ensuring positive interactions with external 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.

REPORTING RELATIONSHIP: PROGRAM MANAGER

QUALIFICATIONS & EXPERIENCE

- Previous Outreach or drop-in center 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.