



Peer Support Coordinator (PSC) – Job Description

Position: Peer Support Coordinator (PSC)

Primary Function: To provide overall coordination of the Peer Support Program for the Hamilton Brain Injury Association, in collaboration with the OBIA

Major Duties:

- Promote the Peer Support Program locally utilizing the promotional materials provided.
- Recruit individuals who are living with the effects of acquired brain injury (survivors, caregivers and other family members) to be Mentors and Partners within the program
- Using the tools provided, screen Mentors and Partners to ensure that their individual goals can be met through the program
- Co-Facilitate Mentor Training Sessions with the support of the OBIA's Peer Support Program Coordinator
- Facilitate matches (partnerships) between Mentors and Partners in a timely manner
- Provide ongoing support to Mentors and Partners throughout their partnerships; offer regular follow-up and assist with resolution of problems as needed
- Provide resource information and alternative referrals for individuals that are not suitable or ready for the program
- Support Post Partnership Evaluations at the completion of all Partnerships
- Ensure the timely completion of all activity logs including both Mentor and Coordinator Logs
- Maintain accurate records of all Mentors and Partner information including Intakes, signed agreements and any program related communications.
- Maintain confidentiality of personal information within the confines of the program
- Provide monthly and quarterly reports to OBIA and the local BIA Board as required.
- Forward recommendations for program improvements to the OBIA's Peer Support Program Coordinator
- Attend the Annual Peer Support Coordinators Meeting

Qualifications:

- Knowledge of acquired brain injury and its consequences
- Knowledge of the principles of peer support
- Knowledge of local resources for people living with the effects of ABI
- Comfortable with technology (word processing, data entry, email, etc.)
- Strong written/verbal communication skills and organizational skills
- Willingness to commit up to a maximum of 75 hours per quarter
- Ability to work flexible hours
- Ability to travel to attend one meeting per year (Annual PSP Meeting)
- Ability to adhere to local and provincial program reporting requirements
- Successful completion of Peer Support Coordinator Training with OBIA's Peer Support Program Coordinator

Please forward resumes to:



[Hamilton Brain Injury Association](#)

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