



**Victoria Disability
Resource Centre**
Promoting a new perspective on disability

817A Fort Street
Victoria, BC V8W 1H6
P: 250-595-0044 F: 250-595-1512
www.drcvictoria.com
www.ilcanada.ca

Victoria Disability Resource Centre

JOB POSTING

Job Title: Peer Support Coordinator
Start Date: TBD
Wage: \$17/hour plus 4% vacation pay
Hours: Part-time, 20 hours a week
Work Options: This position is primarily in-office (817A Fort Street)

****Training in Peer Support and being a Peer Supporter will be provided****

This position is perfect for people who have a natural empathy towards others, who remain curious with people and situations, and who can effectively communicate their boundaries.

The VDRC has a small team of seven employees and we are looking forward to add someone with a great sense of humour and willingness to support their co-workers.

Job Summary:

Reporting to the Executive Director, the Peer Support Coordinator will be responsible for providing valuable peer support resources and programs to members of the persons with disabilities community.

Note: If you do not meet all the qualifications but are willing to learn, please apply anyway.

Duties:

- Develop, coordinate, promote, and facilitate various peer groups
- Facilitate one-on-one peer support sessions
- Provide non-judgmental guidance and support
- Refer to other community services when appropriate
- Recruit, train, and supervise volunteer peer support facilitators
- Be an active member in team meetings and provide insight and support to team members as appropriate
- Maintain awareness of services and programs available for persons with disabilities in the Greater Victoria area
- Provide monthly reports on the Peer Support Program to the Executive Director
- Collect and record statistics using Microsoft Access
- Other related duties as required

Qualifications:

- Must be a person with lived experience with a disability



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- Strong interpersonal skills
- Effective oral and written communication skills
- Ability to develop and sustain cooperative, positive working relationships as part of a team
- Strong computer skills and demonstrated competence in use of Microsoft Word, Excel, Access, Outlook and PowerPoint
- Excellent organizational skills (both electronically and hard copy)
- Ability to prioritize workflow

Please submit your resume and a brief cover letter (approximately 350 words) via email to Wendy Cox, Executive Director, at director@drcvictoria.com

Only applicants invited for an interview will be contacted. The successful applicant will be required to pass a standard criminal record check.

The VDRC is committed to being inclusive and diverse. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.