



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

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## Victoria Disability Resource Centre

### JOB POSTING

**Job Title:** Peer Support Coordinator  
**Apply to:** Wendy Cox at [director@drcvictoria.com](mailto:director@drcvictoria.com)  
**Closing Date:** December 1, 2023 at Midnight  
**Start Date:** January 2023  
**Terms:** \$17/hour for 20 hours/week between Monday and Friday (schedule to be determined)

#### 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.

#### Duties

- Develop, coordinate, promote, and facilitate various peer groups
- Facilitate one-on-one peer support sessions
- Provide non-judgmental guidance and support
- Refer to community services when required
- Continually update skill base
- Recruit, train, and supervise Volunteer Peer Supporters
- Be an active member in team meetings and provide insight and support to team members as appropriate
- Provide a monthly report to the Executive Director on the Peer Support Program
- Collect stats using Access
- Track progress using Excel
- Other peer support duties as they arise

#### Qualifications

- You must be a person with lived experience with a disability
- Strong computer skills and demonstrated competence in use of Microsoft Word, Excel, Access, Outlook and Publisher
- Excellent organizational skills (both electronically and hard copy)
- Experience working with people with disabilities
- Knowledge of services and programs available for persons with disabilities in the Capital Regional District
- Ability to recognize urgent situations, determine priorities and act accordingly



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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
- Current criminal record check

## **Skills**

- Knowledge of peer-run programs
- Team oriented approach and a commitment to a peer driven process
- Demonstrated ability to work with diverse populations and to recognize and respond appropriately to the needs of the peers and service users
- Ability to handle sensitive information respectfully
- Ability to communicate effectively/tactfully both verbally and in writing
- Ability to organize and prioritize
- Ability to work under the pressure of interruptions and adapt to changes
- Ability to problem solve and take initiative
- Ability to work both independently and collaboratively as a member of an interdisciplinary team
- A keen and passionate interest in the disability community
- Lived, volunteer, or work experience within the disability community
- A desire to help others
- The ability to be an empathic listener and sensitive to the needs of others
- A professional and collaborative approach
- Superb communication and interpersonal skills

**Please submit resume (cover letter optional) by email to:**

Wendy Cox, Executive Director at [director@drcvictoria.com](mailto:director@drcvictoria.com)

Closing Date: December 1, 2023 at Midnight

*Only applicants invited for an interview will be contacted.*

*Persons with disabilities will be given priority. However, 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.*