

MENTAL WELLNESS MENTOR POSITION DESCRIPTION 2023-2024

The Role of the Mental Wellness Mentor:

The Mentor Wellness Mentor program provides peer-to-peer interactions that allows students to share experiences, learn valuable lessons, and grow together as leaders within their community. The Mental Wellness Mentor (MWM) program will offer mentorship and guidance to students at any point during their time in Residence to ensure they are feeling supported in all aspects of their university life.

The program is based on a peer educator model and is intended to support students in their transition to university. Its purpose is to retain students in the Residence community by offering coping strategies and structured supports to assist with mental health, mental wellness, self-awareness, and transitional concerns. As a peer-based program, MWMs provide students with alternative means of outreach that is non-judgmental, confidential, and fosters healthy/positive engagement with the Residence and campus community.

Mentors will be provided training to facilitate difficult conversations with their mentees on topics including, but not limited to, homesickness, transition, loneliness, mental wellness, balance, time management, mental health, and peer conflict. Mentors will be able to identify when conversations fall outside of the scope of their roles and will know who to call for emergencies or future follow up. Escalated conversation will be referred to the proper resource such as their direct supervisors (the Community Managers), Residence Counselling, Health and Counselling, the On-Call Manager, and Campus Safety Services. MWM mentees will be made aware of the scope of this program during the initial meeting. Campus and Residence resources will be provided, and Mentors will outline when and how to utilize them.

Mental Wellness Mentor Position Responsibilities:

- Uphold the mission of the MWM program and promote healthy engagement in the Residence Community.
- Encourage participants to develop skill sets that will allow students to operate independently after program completion.
- Encourage personal growth and consideration of one's actions and repercussions, including self-reflection.
- Complete ongoing documentation of job-related activities, as well as an evaluative report at the end of the year.
- Operate within the limits of training expertise using a peer-to-peer helping model.
- Support the ongoing development, logistics, and improvements to the MWM program.
- Assess areas of development in coping strategies and behaviour.
- Refer participants to professional support and on-campus resources, if necessary.
- Follow up with program participants and provide ongoing support, reviewing progress towards goals.
- Engage in problem solving when/if difficulties arise.
- Maintain a strong helping/coaching relationship.
- Maintain strict confidentiality and professionalism.
- Complete weekly administrative reporting and assessment on time.
- Attend in-person/virtual team meetings, and one-on-ones with mentees and supervisors.
- Ensure the MWM supervisors are kept informed of any potential issues, ongoing concerns, and general activities
- Build positive rapport with student participants.
- Responding to email, phone calls, and all other forms of communication promptly.
- Assume additional responsibilities as assigned.

Required Skills & Qualifications:

- Must be a past or current Carleton University Residence Life Staff member.
- Will be enrolled as a full-time student of Carleton University for the 2023-2024 academic year
- Good academic standing.

- Excellent communication (written and oral), interpersonal, and problem-solving skills.
- Ability to work independently as well as with team members.
- Significant experience in leadership roles that have emphasized helping relationships.
- Thorough knowledge of campus resources.
- Demonstrated initiative, self-motivation, and enthusiasm.
- Self-reflective, patient, and empathetic.
- Understanding of, and sensitivity toward, issues and challenges related to equity, diversity, and inclusivity.
- Experience working with sensitive and confidential information.
- Experience living in the Residence Community.
- Experience in other student leadership initiatives is an asset.

Terms of Employment

- The Mental Wellness Mentor position is an six month contract from November 1st, 2023 to April 25th, 2024.
- Attend training dates in November, to be confirmed upon offer of employment.
- The time requirement for the position is approximately 7.5 hours per week.
- This position may require some evening and weekend work.
- Complete any assigned learning modules and readings, and attend designated development opportunities.
- Any requests for leave or accommodated absences must be submitted in writing to the Community Managers for approval.

Remuneration

- The rate of pay for the Mental Wellness Mentor position is \$17.00 per hour.