
Job posting: Peer Trans Health Counselling Coordinator (part-time)

The Trans Health Navigation pilot project is a by-us-for-us collaboration between Trans Health Information Ottawa (THIO), Kind, and Planned Parenthood Ottawa (PPO). The Peer Trans Health Counselling Coordinator will recruit, train, mentor, and support a team of volunteer Peer counsellors.

Skills and Characteristics

- Trans-identified, non-binary, two-spirit and/or gender diverse
- Well connected in Ottawa's trans community
- Strong knowledge of volunteer management
- Proven experience as a peer counsellor
- Experience developing and/or delivering training
- Knowledge/experience in trauma-informed care
- Demonstrates cultural competence, safety, and humility
- Committed to anti-racist and anti-oppressive approaches
- Excellent organizational and team coordination abilities
- An adaptable, outgoing personality, self-motivated and a team player

Responsibilities include:

- Recruit and screen trans-identified volunteers, respecting diverse cultures and the unique perspectives and needs of Two-Spirit people
- Research best practices in peer support for trans communities
- Collaborate with PPO staff to adapt, develop, and deliver appropriate peer counsellor training
- Create a volunteer training manual in collaboration with other staff
- Develop a plan for on-going capacity building workshops
- Produce schedules and coordinate volunteer team for mentoring and appointments
- Counsel clients when volunteers are not available
- Mentor volunteer counsellors, debrief after appointments
- Communicate frequently with volunteers to ensure they are satisfied and confident in their role
- Ensure appropriate supports are in place for volunteers
- Disseminate information for upcoming actions and events
- Keep detailed records of volunteers' information and engagement
- Ensure the purpose of the project and its actions are clearly and consistently communicated

PPO is committed to diversifying its staff to ensure that a variety of life experiences are represented and that it is reflective of the different communities in the Ottawa area. This includes but is not limited to: LGBTQ+ communities; racialized communities; Indigenous communities; people living with invisible and visible disabilities and/or individuals living with intersecting marginalization(s).

This position is 19 hours/week for one year. Salary is \$21/hr.

Please submit resume and letter of interest to transhealth@ppottawa.ca by 11:59 pm EST on Feb 20.