

## MEDIATION/TRAINER REQUIRED

Peer Mediation And Skills Training (PMAST) is a not for profit charitable organization that is seeking persons interested in becoming trainers for an exciting new project - The Restorative Action Program (RAP). RAP is an initiative helping to transform the cycle of bullying, conflict, violence and crime affecting youth, into opportunities for personal growth and transformation. RAP deals with the non-academic issues affecting youth that stand in the way of academic success and asset development. RAP uses PMAST's service delivery model known as Prevention, Intervention, and Reconnection (PIR). PIR reinforces helping youth in fulfilling their true potential, their resilience, and their ability to avert high-risk behaviours. Through RAP, youth learn important life skills needed to recognize and deal with their issues in a positive and significant way. RAP supports and responds to the needs of all youth in an effort to contribute to safe schools and communities.

### Mediation/Trainer Core Function:

Deliver and coordinate PMAST training and services by working closely with youth, school staff, parents, and community members. It is important to develop a strong rapport with all entities and work closely with school staff to maintain a presence within the school, for continued training, mentoring, building peer mediation teams, and to be available to students and school staff for conflict management and anti-bullying training and services.

### Qualifications and Skills

1. Fully designated Qualified Mediator (QMED)
2. University degree, preferably in social work, human justice, education or a related discipline (*An equivalent combination of education and experience may be considered*)
3. Education and skills in dealing with complex subject matter such as conflict, violence, abuse, suicide, addictions, mental health and threat assessment (threat to self and threat to others) is an asset
4. Demonstrated experience with conflict management and mediation
5. Experience in organizing and delivering training programs for youth, school and community
6. Strong interpersonal, motivational and organizational skills, time management and decision making skills that include operating in a time sensitive environment with youth.
7. Knowledge of Restorative Justice practices
8. Knowledge of Asset Development
9. Knowledge of First Nations, Métis and other ethnic cultures are an asset
10. Strong verbal and written communications skills
11. Computer skills required for word processing, data collection and reporting
12. The ability to work independently, but in a team environment
13. Ability to pass required background checks (Police check)
14. A valid driver's license and reliable transportation
15. Must be very reliable, motivated and committed to representing PMAST/RAP and providing service of the highest quality.

### Roles and Responsibilities

1. Communicate, consult, collaborate, co-counsel and support the school administration and student services staff
2. Communicate and collaborate with community agencies and resources such as police, mental health, addictions, youth offender program and outreach services
3. Provide training to youth, school staff and community members in restorative justice practices, including communication, conflict management and mediation skills
4. Organize and conduct restorative justice interventions such as mediations, community conferences and peace circles
5. Use intervention, mediation and other restorative action techniques to resolve disputes and manage conflict
6. Implement various reconnection programs and service around self-confidence, healthy relationships, conflict management, bullying, harassment and cyber-bullying
7. Organize and support leadership initiatives in the school
8. Promote PMAST/RAP building partnerships, creating awareness activities and networking throughout the school and community
9. Provide feedback and suggestions for continuous development and improvement of course materials and presentation
10. Assess student level of need and provide timely support and referrals
11. Understand and abide by ethical codes of conduct such as privacy, confidentiality and other ethical guidelines that direct decision making
12. Follow the guidelines of Data collection requirements as required by U of Sask. to ensure the research data is accurate.

### Mediation/Trainer Reporting System

1. The Mediation/Trainer consults with the school Principal and student services staff, regarding school initiatives and safety
2. The Mediation/Trainer is under the direct supervision of the school's Principal relating to the school, staff and students during school hours.
3. The Mediation/Trainer reports and collaborates with the PMAST Program Coordinator regarding the program functions, program initiatives and professional development.
4. The Mediation/Trainer is under the direct supervision of the PMAST's Program Coordinator and will report all concerns, questions, and problems relating to fulfilling their duties at the school, to the PMAST's Program Coordinator.
5. The Mediation/Trainer provides formal written reports to the PMAST's Program Coordinator.
6. The Mediation/Trainer provides outcome measurement information to PMAST Coordinator.

### Employment Schedule

The Mediation/Trainer's position will be part-time, on a contract basis, locations available in the Fall in Cochrane, Crossfield and Calgary, Alberta. Employment will be twenty - twenty-five hours per week, five days per week starting September, 2017. Training for these positions will start in the Spring.

