



**peers**

VICTORIA RESOURCES SOCIETY

### **Drop-In Program Facilitator**

Peers Victoria is a multi-service, grassroots agency that has been working with, and for Victoria sex workers since 1995. Through direct service delivery and partnerships, Peers provides a range of outreach, harm reduction, group education and other support services. We maintain a welcoming and accessible service environment that promotes the empowerment of current and former sex workers.

The Drop-in Program Facilitator reports to the Program Manager, alongside other team members and is skilled in providing harm reduction, group facilitation, workshop delivery and general support. The Drop-in Facilitator must respond rapidly and sensitively to the needs of the participants who access the Peers Drop-In Centre. The Drop-in Program Facilitator will work collaboratively with staff across Peers programming and community partners to deliver a continuum of ethical, peer-based, responsive supports informed by our service participants' perspectives and preferences.

#### **Specific duties for this position include:**

- Deliver harm reduction & safer sex supplies, service information, and social supports
- Refer participants to other Peers programming and community resources as required
- Provide person centered advocacy regarding the medical, legal, law enforcement, housing, and income assistance service needs of people in both indoor and outdoor sex work environments
- Facilitate workshops, host guest speakers, and address participant questions and participation expectations
- Book community organizations to participate in relevant workshops at Peers and support the needs/requests of guest presenters
- Manage honorarium distribution, and related tracking
- Maintain basic drop-in statistics that encapsulate the work that occurs during drop-in
- Provide lunches to participants
- Assist with maintaining donation room and the free clothing room, working with volunteers to ensure donation areas are sorted and tidy.
- Delivering unusable donations to more suitable organizations, i.e., second hand shops
- Maintain cleanliness/organization of the main office, kitchen & common areas
- Responsible for maintaining food supplies for both drop-in and night outreach programs and maintaining an up to date grocery list
- Coordinating food donations with Mustard Seed, Rainbow Kitchen, Red Cedar, etc.
- Participate in taking bad date reports, updating & circulating the bad date sheet
- Adhere to Peers organizational policies



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## **Skills and Knowledge:**

### *Essential*

- Ability to use Microsoft software platform including Outlook, Word, Excel and Power Point
- Strong grasp of safer sex and substance use harm reduction models
- Knowledge of local health and social service agencies
- Excellent organizational and time-management skills
- Ability to lift and carry 10kg
- Knowledge of diversity of local sex industry and ability to connect with target populations
- Approachable, non-judgemental, empathetic and ability to remain calm in conflict or crisis
- Strong interpersonal skills and collaborative team orientated service approach
- Commitment to ethical service delivery including, but not limited to maintaining confidentiality and addressing conflict of interest and conflict resolution.

### *Preferred*

- Understanding of trauma informed practice and disability informed care
- Ability to create and deliver a variety of wellness and advocacy workshops
- Additional certification/training in nonviolent communication, non-violent crisis intervention and conflict resolution

### **Job details**

- 16 hours per week, Tuesday-Thursday 10:30-3pm plus admin and shopping
- Pay rate \$26/hr
- Basic First Aid and Food Safe required
- Reports to the Manager of Programming and Counselling Services
- Criminal Record Check required

**Please submit a resume and cover letter that summarizes your relevant experience and skills to [peershiring@gmail.com](mailto:peershiring@gmail.com). Posting will be open until filled.**

Applications from individuals with direct experience in any aspect of the sex industry are especially welcome. Peers welcomes Indigenous people, people of colour, and people of diverse abilities, genders, and sexualities.