

Process for Implementing and Sustaining Youth Peer Mentors

The overall process for implementing and sustaining Youth Peer Mentors is summarized in the following timeline.

Timeline and Tasks

Prior to Hiring

- Develop a job description and job posting
- Circulate job posting through applicable mailing lists and channels that will help recruit most compatible candidates
- Solicit recommendations from colleagues or others associated with the initiative
- Determine the training needed before Youth Peer Mentors can begin working with youth/young adults, including times at which they are offered and fees (if applicable)
- Identify partner agencies' hiring limitations

During Hiring Process

- Identify most appropriate candidates to interview
- Solicit input from all parties regarding qualifications and interview questions
- Identify top candidates
- Call references
- Have new employee sign a contract with HZA that details their roles and responsibilities as a Youth Peer Mentor

Orientation and Training

- Provide Youth Peer Mentor with required training identified as necessary prior to interacting with consumers at partner agencies
- Show Youth Peer Mentor how to complete required paperwork, such as contact logs and weekly timesheets

Within One Year of Start Date

- Facilitate Youth Peer Mentor's participation in Certification for Intentional Peer Support training

Throughout Employment as Youth Peer Mentor

- Ensure that Youth Peer Mentor is aware of resources available through the initiative (e.g., consultation with the Operations Coordinator when there are questions)
- Monitor contact logs to determine whether Youth Peer Mentor's interactions with youth/young adults are addressing the various TIP domains