

Peer Health Educator (PHE) Job Description

Overview

Given the positive connection between health and academic achievement, the *mission* of Health Promotion department within Student Wellness Services (SWS) at Queen's University is to facilitate the adoption and maintenance of health enhancing behaviours among students.

Peer Health Educators contribute to this *mission* by:

- Providing accurate and current health information to students using a variety of strategies
- Assisting in the design and development of health promotion materials
- Conveying credible information to students about health resources on campus

Desired Qualities

- Interest in healthy lifestyle practices
- Confident in ability to present relevant health information to a group of students
- Able to approach and speak to students about relevant health issues
- Comfortable working independently and in groups
- Willing to work in a collaborative environment

Job Duties & Responsibilities

TRAINING AND MEETINGS

- Attend and actively participate in group training sessions (September 2018 and January 2019)
- Participate in bi-weekly team meetings
- Attend additional professional development opportunities as requested

TOPIC TEAMS

- Participate in regular topic team meetings and events
- Help plan, design, and deliver relevant outreach for designated health topic area
- Communicate progress on tasks with team members and team leader
- Participate in and support collaborations with other topic teams

CAMPUS OUTREACH

- Participate in regular residence walk-arounds
- Participate in organized campus-wide outreach and promotional events
- Sign up for shifts to support team members as required
- Actively prepare and facilitate workshops (based on incoming requests & availability)

GENERAL TASKS

- Create and maintain an inclusive environment for all PHEs
- Track all shifts and hours on iwork
- Complete all relevant evaluation forms related to topic team, workshops and outreach events
- Complete mid-year peer to peer evaluations & on-going skills assessment
- Discuss problem/concerns with Team Leaders and Coordinator as they arise

HOW TO APPLY

Please email a cover letter and resume directly to bewell@queensu.ca by the application deadline. Please include in your cover letter a brief statement on **why you are interested in being a PHE volunteer.**

**We highly recommend applicants take advantage of the resume review sessions offered by Career Services: <http://careers.queensu.ca/students/services-students/appointments/resume-review>

If you have any further questions about volunteering with PHE you are welcome to contact the Health Promotion Coordinator at healthed@queensu.ca. **You can also attend the drop-in volunteer information Session, Friday Feb. 9th in the Sutherland Room between 1:30-3:30pm.**