

Peer Mentor Agreement

Personal Information

Name: _____

Address: _____

Home Phone Number: _____ Cell Phone: _____

Emergency contact (name/relation and phone):

E-mail Address: _____

Details

The Peer-to-Peer Coordinator will assign Peer Mentors to peers based on best fit or identified need of the peer. There is no guarantee that you will be matched with a peer.

Shifts with peers will vary in length, depending on need and the type of activity. All peer interactions will be paid out in real time, in 15 minute increments. In the event that a peer no shows for a scheduled in person session, cancels with less than 4 hours notice, or ends the session prematurely, a minimum of 2 hours will be paid, regardless of actual length. All peer contacts must have accompanying documentation/notes.

Peer Mentors will be paid \$15/hour, and are responsible for keeping track of their own hours/expenses on the Timesheet/Mileage form and submitting to the Peer-to-Peer Coordinator (or alternatively, HIV Strategy Coordinator) by noon on Tuesday in order to ensure processing by Thursday of the same week. Payments will be in cheque and will be mailed to the address indicated on the Timesheet/Mileage form.

Please note: It may take 2-3 weeks to receive the cheque by mail. There will be no exceptions for early payments.

Peer Mentors will be required to be present at mandatory training/educational sessions and meetings and will be paid \$15/hour to attend these sessions, for a minimum of 2 hours.

Peer Mentors will be reimbursed for transportation (mileage/taxi/parking) and childcare costs. Reimbursement will occur as follows:

- Mileage at \$0.3602/km
- Taxi vouchers will be provided via the Peer-to-Peer Coordinator
- Parking costs will be addressed, specific to the site
- Childcare will be paid at \$25.00 for up to 4 hours. Childcare costs in excess of 4 hours must be pre-approved by the Peer-to-Peer Coordinator and HIV Strategy Coordinator. Pre-authorization is required to obtain a cash advance.

The Acute Peer-to-Peer Program is currently a Pilot Project, funded by the Saskatchewan Ministry of Health as part of the Provincial HIV Strategy.

Working Agreement

Read and **initial** each of these statements:

- I agree to work as a Peer Mentor for the Regina Qu'Appelle Health Region as per the attached job description.
- I agree to be on time for scheduled shifts and meetings.
- I will give 24 hours notice, whenever possible, to the Acute Peer-to-Peer Program Coordinator if I cannot make it to a shift including meetings and scheduled shifts
- If I miss a meeting or shift, I'll be responsible for following up with Program staff regarding the meeting agenda, resources to pick up etc.
- I will give 2 weeks notice if I decide to no longer be available for Peer Mentor work, or if I am planning to not be available.
- I will act in a respectful manner towards my co-workers, clients and staff at the Regina Qu'Appelle Health Region and with partnering organizations.
- I will uphold participant and staff confidentiality.
- I will not be under the influence at work.
- I will not provide legal or medical information that is outside the scope of the Peer Mentor role and will refer the Peer to their Infectious Diseases Specialist.
- I understand that breaking any of the above agreements may results in suspension or termination from Peer Mentor work.

Name (Please Print)

Signature

Date