

# **House of Hope CDC Peer Mentor Employment & Training Program**



**StudentHandbook  
Revised 2/1/23**

## **Program Description**

The House of Hope CDC Peer Mentor Employment and Training program is a unique curriculum created to improve employment readiness and provide a strong foundation of knowledge and experience necessary to be successful in the human services fields. This program will provide the opportunity for participants to take on leadership roles within the homeless community and serve as mentors, advocates, and supports for other homeless constituents.

House of Hope CDC Peer Mentor Sessions are offered multiple times a year. Each session will include a 7-week classroom-training program with incentives and a 6-week work experience component for graduates displaying mastery of skills and techniques taught during the classroom component, having a strong desire to enter into employment within the helping professions. Internships are available following successful completion of the 6-week work experience component for individuals interested in pursuing Certified Peer Recovery Specialist (CPRS) certification.

Class locations vary and information on the specific location will be provided during the screening process. Classes typically run Monday through Thursday from 9:00-1:00 pm. However, the exact daily schedule will be provided to each student at the start of class. Participants can expect to receive training in the following areas:

## **Employment Training Modules**

- Module 1: Welcome, Introduction, Orientation
- Module 2: Employment Readiness: Part 1
- Module 3: Employment Readiness: Part 2
- Module 4: Employment Readiness: Part 3
- Module 5: Employment Readiness: Part 4
- Module 6: Preparing for an Interview/ Statement of Responsibility (Confidentiality Pledge) / Networking 101
- Module 7: Resume/cover letter writing
- Module 8: Mock Interviews (two parts over two days)

## **Peer Support Modules**

- Module 9: Foundations of the Helping Professions Part 1
- Module 10: Foundations of the Helping Professions Part 2
- Module 11: Foundations of the Helping Professions Part 3

- Module 12: Advocacy Issues
- Module 13: CPR
- Module 14: Narcan Administration
- Module 15: Recovery Topics
- Module 16: Implicit Bias & Principles of Wraparound (two parts over two days)
- Module 17: LGBTQIA+ Cultural Competency (two parts over two days)
- Module 18: Assessments, Vital Documents & Resources
- Module 19: Mental Health First Aid (two parts over two days)
- Module 20: Sex Work/Human Trafficking
- Module 21: Motivational Interviewing
- Module 22: Outreach 101
- Module 23: Housing Topics
- Module 24: Crisis Intervention
- Module 25: Group dynamics

### **Eligibility**

Since this program is an employment and training program, priority will be given to students who are looking to enter or re-enter the workforce.

Potential program participants must meet the following criteria to be eligible for the program:

- Lived experience of homelessness
- Sufficient stability in life to meet all Program expectations stated below
- Serve as a role model to others
- Demonstrate potential to take on a leadership role within the homeless community and represent the program and agency within the community at large

### **Application**

All potential students must submit a cover letter, resume and complete an employment application for consideration. All potential students must also interview with the program coordinator prior to acceptance into the program. Professional attitude and attire will be considered as part of this interview.

### **Program Expectations**

- Students are expected to arrive on time and prepared to learn each day.
- Transportation to and from the classroom and internship sites is the responsibility of the student.
- Attendance is an important part of this program since there are no make-ups offered for any classes. Some classroom components occur over multiple

days. Missing one day of multi-day component may result in failure to complete.

- Students failing to attend at least 12 hours of class on any given week will not receive a stipend for that week.
- Students should notify the program coordinator in advance of any anticipated or unanticipated absences.
- Students are expected to be present and attentive for the entire class. Early departures may be considered as absences.
- Stipends will be available on Fridays for the previous weeks work.
- Students should plan to pick checks up at 344 Dean Street or make alternate arrangements in advance with the program coordinator.
- Cell phones should be turned off during training sessions. Phone calls and texting should occur only during program breaks.
- This program models a professional work environment. Please dress and act professionally at all times.
- Confidentiality is an important part of this work. Confidentiality extends to information that may be shared within the classroom.
- Students will follow all policies and procedures of House of Hope CDC and strive to apply knowledge acquired during their participation in the program.
- This program is intended to be a safe place to assess and challenge personal beliefs and views. Some subject matter may make you uncomfortable and you may not agree with everything you hear. Please remember that this is a learning environment for all. If you must disagree with something, please do so while maintaining dignity and respect.
- This program is conducted for educational purpose and there is no guarantee or expectation that completion of the program will result in employment with House of Hope CDC or its placement partners.
- All students taking part in this class are expected to have a completed resume demonstrating previous experience and experience obtained through this course.
- Students are expected to engage in ongoing job search activities as a part of this course.
- As a part of the internship and extended internship portion of the program, students are expected to engage in ongoing job search activities.

### **Dismissal From the Program**

Any of the following may result in dismissal from the program:

- Six absences (excused or unexcused) throughout the program
- Intoxication during class or internship.
- Significant deficiencies in learning/applying classroom materials measured through ongoing evaluations.
- Failure to follow group principle standards as established on the first day of class.

- Falsification of time sheets or other documentation.
- Failure to uphold confidentiality standards or to protect client information.
- Failure to maintain professional boundaries.
- Engaging in any inappropriate or unprofessional behavior.

### **Compensation**

All compensation associated with classroom, work experience, or internship portions of the class will be paid through stipends. All students will be required to complete an IRS W-9 form on the first day of class. Any income received through program participation will be **potentially** taxable income that will be reported to the IRS. A tax professional will be best suited to determine whether you are **required** to pay taxes on this income. This income may also impact SSI/SSDI payments. If you have any concerns around this you should reach out to the Social Security Administration for more detailed information.

Participants will be compensated with a \$50 stipend for each full 16-hour week of training completed, with a \$150 bonus upon completion of all seven weeks of training, for a total of \$500. This stipend is to assist while completing the course (example: gas or lunch, ).

Compensation for the work-experience portion will be at the rate of \$22 per hour with a maximum of 20 hours per week.

### **Internships**

Following the completion of the 6-week work experience portion of the class, students wishing to pursue certification as a Certified Peer Recovery Specialist will have the opportunity to complete the final required hours through an internship at House of Hope CDC. Internships will be discussed in more detail as the class progresses.

Students looking for internships must demonstrate strong skill evaluated by participation in 7-week class and of 6-week work experience program. Constitutes must consistently demonstrate the professional qualities that are expected within the field.

Depending on the availability of funding, House of Hope CDC may provide paid 2<sup>nd</sup> phase internships for those seeking CPRS certification. These 2<sup>nd</sup> phase internships may be paid at a \$22 per hour rate for up to 25 hours a week.

Rules for the internship portion of the program generally follow the guidelines outlined in this handbook. Any additional requirements will be reviewed individually upon acceptance into the internship portion of the program.

### **Certified Peer Recovery Specialist (CPRS) Certification**

Students interested in pursuing CPRS Certification should be aware that the certification process is governed by the Rhode Island Certification Board not by House of Hope CDC.

Requirements for certification include:

- High school diploma or GED
- 25 hours of supervision
- 500 hours of experience
- Successful completion of the IC & RC examination for Certified Peer Recovery Specialists

Students interested in competing for full 500hrs for CPRS Certification should speak to program manager.

For more information, please contact Kayla Serrano by phone at 401-500-9668 or email [Kayla@TheHouseOfHopeCdc.Org](mailto:Kayla@TheHouseOfHopeCdc.Org).

# Peer Mentor Agreement Signature Form

To be read, signed, and returned to the Peer Mentor Employment and Training coordinator at the start of class.

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- Students failing to attend at least 14 hours of class on any given week will not receive a stipend for that week. \_\_\_\_\_
- Students should notify the program coordinator in advance of any anticipated or unanticipated absences. \_\_\_\_\_
- Students are expected to be present and attentive for the entire class. Early departures may be considered as absences. \_\_\_\_\_
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- Falsification of time sheets or other documentation. \_\_\_\_\_
- Failure to uphold confidentiality standards or to protect client information. \_\_\_\_\_
- Failure to maintain professional boundaries. \_\_\_\_\_
- Engaging in any inappropriate or unprofessional behavior. \_\_\_\_\_

I have received a copy of the House of Hope's Peer Mentor Employment and Training Program Student Handbook and agree to the policies and procedures as listed in the handbook and agree to the following

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



(Please print your name)

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