**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 (Two to three days in September 2020 and a half-day in January 2021)
- 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 and boothings (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