

# Living Well Workshop

## Peer Leader Position Description



### Program Description

Utah implements evidence-based, self-management programs originally developed by Stanford University's Patient Education Research Center, now housed at the Self-Management Resource Center (SMRC). The Chronic Disease Self-Management Programs (CDSME) are known in Utah as the Living Well with Chronic Conditions programs. The programs are six-week workshops that take place once a week for 2.5 hours, in groups of 10-15 individuals. They are facilitated by two trained Peer Leaders.

This workshop helps participants develop the skills needed to manage chronic conditions and helps increase life satisfaction for those living with chronic conditions. The subjects covered include: behavior change, strategies to enable participants to manage their medications, ways to increase physical activity levels, effective communication skills, nutrition, decision making, and techniques to deal with problems such as frustration, fatigue, pain, and isolation.

### Desired Characteristics of a Peer Leader

- Possess life experience resulting in empathy to the needs and abilities of older adults and/or those living with chronic conditions
- Living with a chronic condition or have experience living with others with chronic conditions
- Possess good listening skills and be non-judgmental
- Reflect the make-up of the community participants (race, ethnicity, gender)
- Be dependable and consistent
- Must be literate
- Motivation of Peer Leaders should come from a desire to serve others, and not to earn money
- Possess ability to lead entire workshop (6 sessions, each 2.5 hours in length)
- Has reliable transportation two and from workshop site
- Time commitment

The Peer Leader needs to plan time for transportation, arriving early to set up, and class time of 2.5 hours once a week leading a class for six consecutive weeks. An additional one hour preparation a week is necessary to set-up and clean up the workshop site.

### Steps to becoming a Peer Leader

1. Fill out the *Peer Leader Agreement* in order to register for Leader Training.
2. Become certified as a Peer Leader by attending a four-day training led by Master Trainers (registration cost covered by the Healthy Aging Program, cancellation fee \$200).
3. Lead a workshop within six months of Leader training.
4. Lead at least one six-week workshop annually to maintain certification.

### Volunteer Stipend

If you are a non-staff volunteer inquire about a stipend to cover transportation and other minimal costs. Interested? How to apply: If you feel that you have the qualities it takes to be a Peer Leader and have the desire to serve your community in a meaningful way, call **(insert organization's Living Well Coordinator info)** to apply and register for the next leader training!

## Duties and Responsibilities

### *Fidelity*

- Deliver the program as set forth in the SMRC Leader Manual and in the Leader Training; no additions no deletions. Follow the program's detailed script.
- Refrain from using any professional/other titles that may be held unrelated to being a Peer Leader (i.e. manager, RN, etc.) during workshops.

### *Privacy and Confidentiality*

- Keep all participant identity and contact information confidential. Use their telephone numbers/emails only to remind them of the classes or for communications related to the class. Abide by all data security protocols.
- No selling, advertising, solicitation or promotion of any kind during class. Do not recruit class participants for any type of campaign.

### *Respect for Diversity*

- No participant should be discriminated against or become the target of ridicule, disrespect, or gossip due to their ethnicity, religion, gender, national origin, age, physical disability, political affiliation, sexual orientation, color, marital status, veteran status or medical condition. Peer Leaders who exhibit discriminatory behavior will lose their affiliation with the project.

### *Workshops*

- Prepare all materials at least two days before you begin to teach the workshop series. This will give you an opportunity to organize the material and split responsibilities with your co-leader.
- Discuss any problems promptly with the Living Well Coordinator.
- Keep track of required paperwork for the class including attendance sheets, participant data, and evaluation forms. Submit paperwork within two weeks after completion of the workshop.

- Must have reliable transportation to and from workshop.
- It is NOT expected that Peer Leaders will find community sites, order materials, or recruit participants; this is the job of the organization's Living Well Coordinator.
- Some organizations offer stipends for Peer Leaders' efforts. If you have questions about possible stipends contact your Living Well Coordinator.

### *Professionalism and Team Work*

- Arrive 15-30 minutes before each workshop to organize materials, arrange the classroom, etc. Make every attempt to start promptly and end on time. Clean up classroom after sessions.
- Introduce yourself as a Leader with the organization you are volunteering with or working for.
- When preparing charts, make sure to use BIG letters and write legibly.
- Be a positive role model for participants.
- Respect each other; never contradict, interrupt, or embarrass your co-leader in front of participants. Try to resolve differences directly with your co-leader in private, always maintaining a positive and open attitude. Notify the Living Well Coordinator if differences cannot be resolved.
- Provide adequate notice (at least 24 hours) to Living Well Coordinator if it is necessary to miss a session due to illness, and make every effort to find a replacement leader.
- Obtain supervisor approval at work in order to participate, if using staff time to lead workshops.
- Facilitate communication between your direct work supervisor and the Living Well Coordinator.