

YOUTH COUNSELLING
FAMILY COUNSELLING
ANGER MANAGEMENT


BE HAPPY
COUNSELLING

ANXIETY &
DEPRESSION
LIFE COACHING



MENTORSHIP PROGRAM

*Mental Health &
Wellness*

FOR MORE INFORMATION

CONTACT US AT: 403-390-6302

Mission Statement:

For the first time ever, Be Happy Counselling and The Deen Strong Foundation are collaborating to bring you a volunteer mentorship program. This initiative aims to provide essential support to young adults by directly matching them with mentors that can help them set goals and enhance their motivation. We strive to empower our young community members by giving them opportunities to develop a growth mindset, become solution focused, and explore their skills and strengths. Our mentors will hold weekly individual sessions with mentees to create preventative plans of action and ensure they have a sense of accountability, which will push them to stay on track with their established goals.

We envision a community that is well equipped to recognize and overcome challenges. We value the dignity of those we serve, and our mentors will always treat them with respect and compassion. Our commitment to the wellness of individuals, families, and the community through support and education has never been stronger.

What is mentorship?

Mentorship is a relationship that is built on trust and friendship between a mentor (adult) and mentee (youth). This relationship can be life changing for both parties and effective overall towards behavioral and motivation enhancement. However, mentoring is only impactful if the program is well planned, and if the relationship is founded on trust and proper support.

What is a mentor's role?

- To help mentees build positive attitudes, thoughts, feelings, and beliefs.
- Take the time to build the relationship, become a trusted friend, and always maintain trust.
- Let mentees guide the interactions by asking them what they would like to do.
- Gently support them through activities by giving feedback and encouragement.
- Practice active listening, give the mentee more time to talk.
- Do not push the mentee to talk about their personal issues until they feel comfortable.
- Help mentees build their own confidence, possibly by helping them learn or build on a skill (ex. Painting, running, web design).

What to avoid doing:

- Tell mentees what they need to do during interactions.
- Give advice more than they listen.
- Focus on tasks to meet specific goals based on what they think mentees need.
- Push mentees to talk about issues or concerns in their life.
- Try to “fix” mentees’ “problems”.

How Long should Mentor and Mentees meet?

Once a mentor and mentee are matched, the duration of time required for the mentorship program between both parties will be for one year. Generally, it would be advised that the mentor and mentee meet once a week for at least an hour. In some cases, a biweekly schedule may be more accommodating to the different schedules. However, in the case that biweekly meetings take place, the session period should be for two hours. Maintaining regular visits helps establish positive relationships between mentor and mentee, which increases the outcome success (Grossman & Rhodes, 2002).

Meetings should be face to face at an agreed upon location by the mentee’s guardians. However, due to the current circumstance of COVID-19, the mentor and mentee may utilize online modalities to ensure safety. There are also activities that can be completed outside whilst maintaining the COVID-19 safety protocols and social distancing. Feel free to make use of different options that still accommodate the current circumstance of the pandemic.

Process

Once the volunteer package is approved by management, the mentor is matched with a mentee. The family will be informed of the mentor's background that was provided in the registration and interview process. After guardian permission, the family's contact information will be provided to the mentor to establish the initial meeting with the mentee. It is the mentor's responsibility to reach out to the family and introduce themselves. It is advised that the mentor touch base with the guardians to gather background information about the mentee as well as set up a schedule that satisfies both parties. For all activities that the mentor intends to engage in with the mentee, guardian permission is required.

Maintenance

Prior training and overview of the program will be provided before the mentor and mentee begin the mentorship process. This training will be conducted by clinical counsellors that will guide the mentors in the basic process of setting goals, establishing positive mentor-mentee relationships, and how to develop a growth mindset.

Once the mentorship program begins, the mentor will be expected to meet once a month with the mentorship management team. This meeting will examine the mentor's progress with the mentee. The monthly meeting will also give mentors an opportunity to discuss challenges and successes as a group.

It is advised that the mentors also maintain continuous communication with the guardians. The guardian's feedback and

observations can be imperative to the success and strength of the mentor-mentee relationship and process.

References

Making a Difference: An Impact Study of BBBS. (1995)
Grossman, Jean. Tierney, Joseph. Public/Private Ventures

Stand by Me: The Risks and Rewards of Mentoring Today's
Youth by Jean E Rhodes

Grossman, Jean and Rhodes, Jean. (2002). The Test of Time:
Predictors and Effects of Duration in Youth Mentoring
Programs.

Be Happy Counselling Volunteer Non-Disclosure Agreement

Confidentiality

Confidentiality means that the Be Happy Counselling Volunteers have a responsibility of safeguarding information obtained during mentoring. Employees and volunteers of the Be Happy Counselling will have access to confidential information, both written and oral, in the course of responsibilities. All interactions that take place are considered confidential. This includes requests by telephone, all interactions in-person and virtually, any scheduling or appointment notes, all meeting content records and any progress notes that are taken during your mentoring.

I acknowledge that I shall strictly follow these terms and conditions of confidentiality obligations:

1. All information and documents that I have knowledge of or access to throughout my volunteering with the organization are strictly confidential.
2. I agree that all information acquired through my volunteering with the agency will be remain confidential, and not to disclose any information except as authorized in the course of my volunteering or by law. I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of the organization. I will not discuss such information with any party, nor will I participate or permit the obtaining or release of such information.
3. I agree to never discuss the identification information of a client/mentee, their file or any detail therefore with anyone other than a member of the organization.

Confidentiality Breach:

1. Confidentiality does not apply to cases that involve legal proceedings that may issue a court order(s).
2. Confidentiality does not apply to cases of disclosed or suspected abuse and/or neglect of children. This information will be reported to protective services and appropriate authorities.
3. Confidentiality does not apply to cases of disclosed or suspected abused and/or neglect of the elderly and the disabled. This information will be reported to appropriate authorities.
4. Confidentiality does not apply to cases of potential harm to self. This information will result in protective measures being taken and

your family members or others who can help provide protection will be contacted.

5. Confidentiality does not apply to cases of potential harm to others. This information will be reported to appropriate authorities.

6. Confidentiality may not apply to cases involving a minor child. In such cases, the mental health professional may advise a parent, managing conservator or guardian of a minor, with or without minor's consent.

7. There may be times when the mentor consults with outside sources about cases. In these cases, no personally identifiable information will be used to discuss this case. However, discussion topics will be used in order to ensure the mentor is giving the best assistance possible. The persons with whom the mentor discuss cases with are legally bound to keep information confidential.

I have read the above information. I understand the nature and limits of confidentiality and I agree to these terms.

Volunteer:

Printed Name

Date

Signature

Date

BHC Staff Emergency Contact Form

Full Name: _____

Address: _____

Home Phone: _____

Cell Phone _____

Date of Birth: _____

Phone Number: _____

Please list any conditions that should be known in the event of an emergency:

Emergency Contact #1 – Name: _____

Phone Number: _____

Relationship: _____

Emergency Contact #2 – Name: _____

Phone Number: _____

Relationship: _____

Declaration of Criminal Record Check (CRC) and Intervention Record Check (IRC)

The Be Happy Counselling requires a satisfactory Intervention Record Check (IRC) and Criminal Record Check (CRC) prior to an employee/volunteer working alone in the Agency. New employees/volunteers who have not yet produced clear IRC's and CRC's will be asked to not work or to work under direct and constant supervision (i.e., never alone). If staff are working in programs prior to receipt of clear checks, they are required to complete this disclosure and declaration. In the event that a record that has not been declared reveals a not clear status, this may lead to immediate termination of employment.

In addition, should you be charged with a criminal offense or be the subject of a Child and Family Services investigation while employed by Be Happy Counselling you are obliged to IMMEDIATELY inform the Agency. Failure to do so shall result in disciplinary action up to and including termination. Your signature below indicates that you agree to adhere to this policy.

CLEAR RECORD CHECKS

To my knowledge, I _____ have
declare that:

- I do not have a criminal record and my Criminal Record Check (CRC) will indicate this.
- I have never been in a position to put a child at risk or to be perceived as putting a child at risk and my Intervention Record Check (IRC) will indicate this.

Name (Printed): _____

Signature: _____

Witness Name: _____

Witness Signature: _____

Date: _____

**DECLARATION OF A CRIMINAL RECORD OR
CHILD INTERVENTION RECORD**

I, _____, declare
that the following past offences will appear on my Criminal Record
Check and/or Intervention Record Check:

If you have past offences, please state them below along with the year of
their occurrence:

OFFENCE:	YEAR OF OFFENCE:

Name (Printed): _____

Signature: _____

Witness Name: _____

Witness Signature: _____

Date: _____

Explanation about criminal record or child intervention record:

To be completed only in the event of a declaration of criminal record or child intervention check or receipt of an official positive CRC and/or IRC record. An exception has been granted at the discretion of the CEO based on the following information:

Recommendation and/or explanation by supervisor:

Signature of Program Manager _____ Date _____

Signature of CEO _____ Date _____