



## Employee Position Description

Position Details				
<b>Position Title:</b> Family and Carer Peer Worker		<b>Department:</b> Northeast Family and Carer-led Centre	<b>Agreement:</b> Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022	
<b>Reports To:</b> Team Leader, Family and Carer-led Centre		<b>Location:</b> Family and Carer-led Hub (Ivanhoe) - with requirement to work at Family and Carer-led Satellite Sites (North region)		
<b>Direct Reports:</b> Nil		<b>Employment Status:</b> Permanent: Full-time and part-time positions available	<b>Classification:</b> Social and Community Services Employee Level 3 (Pay Point dependent on experience)	
Position Primary Purpose				
<p><b>Position summary:</b></p> <p>The Family and Carer-led Centre (FCLC) Family and Carer Peer Worker will provide connection with and support for families, carers and supporters of people with mental health and/or substance use challenges. This role involves practical and emotional one-on-one support and delivery of peer support and psychoeducation groups. The Family and Carer Peer Worker works closely and collaboratively with FCLC staff to deliver services that are welcoming, responsive, and flexible for families, carers and supporters.</p> <p>The Family and Carer Peer Worker will use their own lived/living experience as a family member, carer or supporter of someone with mental health and/or substance use challenges to provide a safe, welcoming and compassionate environment for families, carers and supporters to feel supported, listened to, and understood. Supported by the Team Leader, FCLC and the Lived/Living Experience Practice Lead, the Family and Carer Peer Worker will work to inspire hope and confidence in families, carers and supporters to achieve improved health and wellbeing with a focus on their strengths and resilience as part of their recovery.</p>				
<i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. North East Family and Carer-led Centre employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i>				
Version No: 1	Last Updated: May 2023	Author: K.Cameron	Approved By: T. Short	Page 1 of 7

**The key components of the role include:**

- Supporting families, carers and supporters of people with mental health and/or substance use challenges.
- Facilitation or co-facilitation of peer support and psychoeducational groups.
- Leading social events/activities and community development.
- Participating in professional development, supervision and reflective practice.
- Representing the FCLC in local, regional and statewide networks, forums and presentations as appropriate.

Decision Making Authority	Key Relationships
<b>Decisions in line with the Access HC (as consortium lead) Delegation of Authority Policy</b>	<b>Internal</b> Family and Carer-led Centre (FCLC) staff including: <ul style="list-style-type: none"><li>• Team Leader –Family and Carer-led Centre</li><li>• Lived/Living Experience Practice Lead</li><li>• Manager- Family and Carer-led Centre</li><li>• Social workers, family therapists, and volunteers</li></ul> AccessHC staff including: <ul style="list-style-type: none"><li>• Alcohol and Other Drug Team</li><li>• Mental Health Team</li><li>• Service Connection and Customer Service Teams</li><li>• Health Promotion Team</li><li>• Community Impact Team</li><li>• Other teams as needed</li></ul> <b>External</b> <ul style="list-style-type: none"><li>• FCLC consortium partners including Inspiro, Self Help Addiction Resource Centre (SHARC) and healthAbility</li><li>• Tandem and other carer support services</li><li>• Other FCLCs</li><li>• Other community health organisations as needed</li></ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. North East Family and Carer-led Centre employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

<b>Key Accountabilities</b>	
<b>Focus Areas</b>	<b>Responsibilities</b>
<b>Working for and supporting families, carers and supporters</b>	<ul style="list-style-type: none"> <li>• Providing empathic and informed peer support, information and referrals to families, carers and supporters whose lives are impacted by mental health and/or substance use challenges, being mindful of the principles of purposeful disclosure.</li> <li>• Encouraging and facilitating referrals to internal and external services, family/carer/supporter support groups and education, and access to hardship funds, where appropriate.</li> <li>• Participating in regular practice supervision with the Lived/Living Experience Practice Lead including self-reflective practice and identification of needs.</li> <li>• Seeking support, debriefing and actively following up challenging or concerning issues with Lived/Living Experience Practice Lead or Team Leader, FCLC.</li> <li>• Informing Lived/Living Experience Practice Lead or Team Leader, FCLC, when duty of care issues arise.</li> <li>• Being available to work after hours and on weekends when required.</li> </ul>
<b>Facilitation or co-facilitation of groups</b>	<ul style="list-style-type: none"> <li>• Working as part of a team to guide the group according to the principles agreed upon by group participants, FCLC and/or other stakeholders.</li> <li>• Being committed to and abiding by the FCLC privacy and confidentiality policy applicable to all staff.</li> <li>• Providing a supportive environment for members to participate, learn and share in a group setting.</li> <li>• Attending all group meetings as an authentic and active participant being mindful of the principles of purposeful disclosure.</li> <li>• Ensuring the focus of the group is supporting the needs of the participants. Participating in evaluation, identifying gaps in content and/or updating group materials for continuous improvement.</li> <li>• Providing support for various administration duties, which may include maintaining records of group attendance and current group membership, communicating with members from time to time, organising group rosters, preparation of meeting topic planners, etc.</li> <li>• Regularly attending meetings and committing to ongoing professional development and training.</li> <li>• Seeking support and debriefing and actively follow up challenging or concerning issues with senior staff members or managers. Informing senior staff members or managers when duty of care issues arise.</li> </ul>
<b>Networking, Liaison and Partnerships</b>	<ul style="list-style-type: none"> <li>• Working closely with the FCLC staff to provide an accessible and welcoming service for families, carers and supporters.</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. North East Family and Carer-led Centre employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> <li>Actively participating and working cooperatively with the multidisciplinary team, collaborative partner organisations, FCLC participants, referrers and other stakeholders.</li> <li>Developing and maintaining appropriate networks and resources to enable the referral of FCLC participants to broader community services.</li> <li>Participating in regular peer-to-peer learning through communities of practice.</li> <li>Representing FCLC on relevant networks and committees as required in a professional and respectful manner.</li> </ul>
<b>Quality, Reporting and Clinical Governance</b>	<ul style="list-style-type: none"> <li>Participating in regular self-reflection, group, and operational (line management) supervision and professional development in line with individual work plan, as directed by the Team Leader, FCLC and Lived/Living Experience Practice Lead.</li> <li>Participating in regular carer perspective supervision including self-reflective practice and identification of needs.</li> <li>Seeking support and debriefing and actively following up challenging or concerning issues with senior staff, including informing senior staff members or managers when duty of care issues arise.</li> <li>Encouraging consumer feedback to the service and implementing continuous improvement initiatives as directed by senior staff.</li> <li>Ensuring that data collection and reporting requirements are completed to a high standard and in a timely manner.</li> </ul>
<b>FCLC Values</b>	<p>Through actions and behaviour, demonstrating the North East Family and Carer-led Centre values of:</p> <ul style="list-style-type: none"> <li>Self-determination</li> <li>Equity</li> <li>Collaboration</li> <li>Respect</li> <li>Innovation</li> <li>Community</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. North East Family and Carer-led Centre employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

<b>Version No:</b> 1	<b>Last Updated:</b> May 2023	<b>Author:</b> K.Cameron	<b>Approved By:</b> T. Short	<b>Page 4 of 7</b>
----------------------	-------------------------------	--------------------------	------------------------------	--------------------

Key Accountabilities	
Focus Areas	Responsibilities
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>Acting in accordance with FCLC and Access HC policies, procedures and codes of conduct.</li> <li>Maintaining updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> <li>Participating in mandatory training requirements, including induction and ongoing professional development, to support the delivery of a safe and effective services.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Acting in accordance with FCLC and Access HC health and safety policies and procedures at all times.</li> <li>Taking reasonable care of own health and safety and that of other people who may be affected by conduct.</li> </ul>

Selection Criteria	
<b>Mandatory Criteria:</b> <ul style="list-style-type: none"> <li>National Police Check</li> <li>International Police Check (if lived overseas for more than 12 months)</li> <li>Working With Children Check</li> <li>NDIS Worker Screening Check</li> <li>Driver's Licence</li> </ul>	<b>Key Attributes and Skill Sets</b> <ul style="list-style-type: none"> <li>High level of cultural sensitivity and awareness, and the ability to work safely and effectively with people from diverse backgrounds, including First Nations, culturally and linguistically diverse and LGBTIQ+ communities.</li> <li>Commitment to accepting people's differences and to respecting the rights of others to make their own choices.</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. North East Family and Carer-led Centre employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

<b>Version No:</b> 1	<b>Last Updated:</b> May 2023	<b>Author:</b> K.Cameron	<b>Approved By:</b> T. Short	<b>Page 5 of 7</b>
----------------------	-------------------------------	--------------------------	------------------------------	--------------------

<p><b>Key Selection Criteria</b></p> <ul style="list-style-type: none"> <li>• Be willing to effectively, respectfully and appropriately use your lived/living experience as a family member, carer or supporter of someone with mental health and/or substance use challenges in your role.</li> <li>• Relevant training, qualifications and/or experience in family/carer peer support. Training such as Intentional Peer Support (IPS) training, a Cert IV in Peer Support or previous paid/voluntary role in lived experience family/carer work is highly desirable.</li> <li>• Demonstrated experience facilitating/co-facilitating peer support or psychoeducational groups (highly desirable).</li> <li>• Demonstrated understanding of the key issues affecting families, carers and supporters of people with mental health and/or substance use challenges, and how these may intersect with physical health, gambling, neurodevelopmental conditions, intellectual and physical disabilities.</li> <li>• Demonstrated understanding of trauma informed practice, recovery-oriented and strengths-based approaches and family-inclusive practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication, listening and engagement skills and commitment to a collaborative, shared care approach.</li> <li>• Effective time management and prioritisation skills.</li> <li>• Demonstrated behaviours consistent with Northeast FCLC values.</li> <li>• Computer literacy, including proficiency in Microsoft programs such as Word and Outlook.</li> <li>• Prior educational or peer group facilitation/co-facilitation experience highly desirable.</li> </ul>
<p><i>The Family and Carer-led Centre is a Child Safe Organisation that values inclusivity and diversity. We encourage applications from people with disabilities, those with mental health and/or alcohol and other drug recovery experience, and those with diverse genders and sexualities. We also support Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse backgrounds. As a vaccine positive organisation, we encourage COVID-19 vaccinations and offer disability services, requiring successful applicants to undergo a NDIS Worker Screening Check, Working with Children Check, Police Check and/or an International Police Check.</i></p>	

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. North East Family and Carer-led Centre employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

Authorisations	
<b>Employee Name:</b> <b>Signature:</b> _____ <b>Date:</b> /    /	<b>Manager Name:</b> <b>Signature:</b> _____ <b>Date:</b> /    /

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. North East Family and Carer-led Centre employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*