



Employee Position Description

Position Details		
Position Title: Family and Carer Peer Worker	Department: North East Metro Mental Health and Wellbeing Connect	Agreement: Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
Reports To: Team Leader, Mental Health and Wellbeing Connect	Location: Ivanhoe- with requirement to work at other North East Metro satellite sites (North region)	
Direct Reports: Nil	Employment Status: Full time	Classification: SACS Employee Level 3 or Level 4, depending on qualifications, training and experience”
Position Primary Purpose		
<p>Position summary: The North East Metro Mental Health and Wellbeing Connect 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 Connect 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, North East Metro Mental Health and Wellbeing Connect 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>		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Northeast Metro Mental Health and Wellbeing Connect 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.

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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 North East Metro Mental Health and Wellbeing Connect in local, regional and statewide networks, forums and presentations as appropriate.

Decision Making Authority

**Decisions in line with the Access HC (as consortium lead)
Delegation of Authority Policy**

Key Relationships

Internal

North East Metro Mental Health and Wellbeing Connect staff including:

- Team Leader –North East Metro Mental Health and Wellbeing Connect
- Lived/Living Experience Practice Lead
- Manager- Family and Carer-led Centre
- Social workers, family therapists, and volunteers

AccessHC staff including:

- Alcohol and Other Drug Team
- Mental Health Team
- Service Connection and Customer Service Teams
- Health Promotion Team
- Community Impact Team
- Other teams as needed

External

- Connect consortium partners including Inspiro, Self Help Addiction Resource Centre (SHARC) and healthAbility
- Tandem and other carer support services
- Other Mental Health and Wellbeing Connect Centres
- Other community health organisations as needed

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Key Accountabilities	
Focus Areas	Responsibilities
Working for and supporting families, carers and supporters	<ul style="list-style-type: none"> • 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. • Encouraging and facilitating referrals to internal and external services, family/carer/supporter support groups and education, and access to hardship funds, where appropriate. • Participating in regular practice supervision with the Lived/Living Experience Practice Lead including self-reflective practice and identification of needs. • Seeking support, debriefing and actively following up challenging or concerning issues with Lived/Living Experience Practice Lead or Team Leader, North East Metro Mental Health and Wellbeing Connect • Informing Lived/Living Experience Practice Lead or Team Leader, Northeast Metro Mental Health and Wellbeing Connect, when duty of care issues arise. • Being available to work after hours and on weekends when required.
Facilitation or co-facilitation of groups	<ul style="list-style-type: none"> • Working as part of a team to guide the group according to the principles agreed upon by group participants, North East Metro Mental Health and Wellbeing Connect and/or other stakeholders. • Being committed to and abiding by the Northeast Metro Mental Health and Wellbeing Connect privacy and confidentiality policy applicable to all staff. • Providing a supportive environment for members to participate, learn and share in a group setting. • Attending all group meetings as an authentic and active participant being mindful of the principles of purposeful disclosure. • 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. • 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. • Regularly attending meetings and committing to ongoing professional development and training. • 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.
Networking, Liaison and Partnerships	<ul style="list-style-type: none"> • Working closely with the North East Metro Mental Health and Wellbeing Connect staff to provide an accessible and welcoming service for families, carers and supporters.

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> Actively participating and working cooperatively with the multidisciplinary team, collaborative partner organisations, North East Metro Mental Health and Wellbeing Connect participants, referrers and other stakeholders. Developing and maintaining appropriate networks and resources to enable the referral of North East Metro Mental Health and Wellbeing Connect participants to broader community services. Participating in regular peer-to-peer learning through communities of practice. Representing North East Metro Mental Health and Wellbeing Connect on relevant networks and committees as required in a professional and respectful manner.
Quality, Reporting and Clinical Governance	<ul style="list-style-type: none"> 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, Northeast Metro Mental Health and Wellbeing Connect and Lived/Living Experience Practice Lead. Participating in regular carer perspective supervision including self-reflective practice and identification of needs. 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. Encouraging consumer feedback to the service and implementing continuous improvement initiatives as directed by senior staff. Ensuring that data collection and reporting requirements are completed to a high standard and in a timely manner.
Northeast Metro Mental Health and Wellbeing Connect Values	<p>Through actions and behaviour, demonstrating the Northeast Metro Mental Health and Wellbeing Connect values of:</p> <ul style="list-style-type: none"> Self-determination Equity Collaboration Respect Innovation Community

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

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Selection Criteria	
<p>Mandatory Selection Criteria items:</p> <ul style="list-style-type: none"> • National Police Check • International Police Check (if lived overseas for more than 12 months) • Working With Children Check • NDIS Worker Screening Check • Driver's Licence <p>Key Selection Criteria items:</p> <ul style="list-style-type: none"> • 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. • 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. • Demonstrated experience facilitating/co-facilitating peer support or psychoeducational groups (highly desirable). • 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. • Demonstrated understanding of trauma informed practice, recovery-oriented and strengths-based approaches and family-inclusive practice. 	<p>Key Attributes and Skill Sets</p> <ul style="list-style-type: none"> • 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. • Commitment to accepting people's differences and to respecting the rights of others to make their own choices. • Excellent communication, listening and engagement skills and commitment to a collaborative, shared care approach. • Effective time management and prioritisation skills. • Demonstrated behaviours consistent with Northeast Metro Mental Health and Wellbeing Connect values. • Computer literacy, including proficiency in Microsoft programs such as Word and Outlook. • Prior educational or peer group facilitation/co-facilitation experience highly desirable.
<p><i>The North East Metro Mental Health and Wellbeing Connect 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</i></p>	

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organisation, we encourage COVID-19 vaccinations and offer disability services, Working with Children Check, Police Check and/or an International Police Check.

Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /

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