

Position Description



Title	Mentoring Peer Worker, Families@Home
Business Unit	Children, Youth and Families
Location	188 McDonalds Road, Epping
Employment type	Part time (60.8 hrs per fortnight), Max Term (until 30 June 2022)
Reports to	Team Leader, Families@Home

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

To bring lived experience and a consumer perspective to the Families@Home program; in particular to its program planning, logic and service delivery.

To develop a variety of avenues for consumers and people with lived experience of family violence to participate in; including a Mentoring program and other consumer led groups/activities.

3. Scope

Budget: *nil*

People: *nil*

4. Relationships

Internal:

- Uniting Consumer Participation Team
- Families @Home team

External

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- Department of Health and Human Services
- Clients and consumers
- Launch Housing
- Child Protection

5. Key responsibility areas

Service Delivery

- Support Client feedback process to provide a voice for Consumers and enable a Consumer perspective in the Families@Home service planning, design, delivery, monitoring and evaluation.
- Provide secondary consultation to Families@Home staff about client matters.
- Build effective relationships and work collaboratively with Consumer Consultants and Uniting staff.
- Support the development of mechanisms to obtain feedback from consumers accessing the Families@Home program
- Provide high quality, evidence based lived experience support services, including developing a mentoring program to assist women and children experiencing family violence.
- Conduct recruitment and training of volunteer mentors as well as providing ongoing mentor support to eligible clients and match clients to mentors.
- Participate in team meetings, training and other meetings as appropriate.
- Support the development of mechanisms to obtain feedback from consumers accessing Uniting services and programs
- Provide supervision to mentors where appropriate

Administration and Reporting

- Ensure all data requirements and client documentation are completed within the required time frames and of a high quality.

Quality and risk

- Identify and appropriately report risk to supervisors.
- Have a clear understanding of WHS and appropriately report any identified risks to supervisor.
- Adhere to WHS procedures.
- Contribute to the design of substantial policy, advocacy and marketing documents and provide timely feedback

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.

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- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Performance indicators

- Develop a mentoring program for the Families@Home program
- Provide opportunities for consumers to participate in the operationalization of the Families@Home program

7. Person specification

Qualifications

- A relevant human service qualification is required, in psychology, social work, community services or equivalent

Experience

- Have a lived experience of family violence with an understanding of the complexity of family violence issues and impacts.
- Experience in training, group work.
- Experience in managing and supporting volunteers/mentors is desirable.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Well-developed written and verbal communication skills
- Demonstrated understanding of family violence and the impacts of violence on women and children
- Ability to be self-reliant, motivated and accountable in managing multiple tasks, meeting timelines and achieving goals
- Excellent knowledge and demonstration of professional boundaries, confidentiality, and ethical practice.

8. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

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9. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		