

# Position Description



<b>Title</b>	Peer Support Facilitator
<b>Business Unit</b>	Early Intervention Psychosocial Support Response
<b>Location</b>	Ballarat and Ararat
<b>Employment type</b>	Full-time   Maximum Term ending 30 June 2021
<b>Reports to</b>	Senior Manager, Wellbeing Services

## 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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

This position facilitates individual peer interventions and assists the Group Network Coordinator in establishing, implementing and evaluating Voices Vic groups. The position will also support the Voices Vic team to deliver the Hearing Voices Approach training as required.

## 3. Scope

**Budget:**  
nil

**People:**  
nil

## 4. Relationships

- Internal:**
- Program Staff
  - Staff and Volunteers
  - Participants
- External**
- Stakeholders

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### 5. Key responsibility areas

#### Service delivery

##### (A) Working on one with clients in relation to their hearing voices experience

- Support participants in a one-on-one capacity
- Produce and maintain documentation and records as required, including progress notes and participant files
- Liaise with other staff members, including packages support workers, over shared issues
- Liaise with key stakeholders – clinical services, carers and other support service organisations involved with clients to ensure best outcomes for the participant.
- Evaluate client's recovery goals relating to their recovery plan, in collaboration with the client.
- Explore and work with the client's mental health experience, using principles of the Psycho-social recovery , Intentional Peer Support (IPS) principles and the Strengths approach:
  - IPS principles will require personal disclosure of experience with voices, mental and/or emotional distress and experiences as a consumer of mental health services; and
  - IPS principles also require a reciprocal relationship where there is a less defined 'helper-helpee relationship, and an appropriate balance of support is offered by the participant to the peer worker.
  - All work at BBWM is underpinned by the strengths approach.
- Work within a time-limited period of 3 – 6 months per client, when possible, aiming to:
  - Help the client come to an understanding of their mental health experience
  - Help the client develop strategies for managing their distress and improving their mental health
  - Compile an effective report that can enable the work to be continued with the packages support worker.
- Conduct quarterly reviews with clients and their support workers, to monitor progress and provide consultative advice.

##### (B) Working with a range of clients in a broader Peer Support worker role.

- Working collaboratively with participants to identify, develop and implement Individual recovery plans that articulate their goals, skills and strengths and provide direction to the work of participants' workers.
- The development of strengths-based assessments and plans, with participants at the centre.
- Working in collaboration with others in participants lives, including relevant service providers such as mental health professional, housing support, education and employment, vocational, social and recreational.
- Advocacy and referral.
- Participate in case conferencing and case reviews.
- Provide family and carer sensitive services or information and advice.
- Monitoring participant referrals and monitoring progress against individual recovery plans.

##### (C) Group Facilitation

- Facilitate and evaluate the group activities.
- Be an assertive and welcoming presence in the group.
- Report any concerns for participants wellbeing or safety to the Program Coordinator

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- Maintain records in relation to group attendance and group evaluation.
- Maintain general tidiness of group space.

### (D) Delivery of Voices Vic Group

- Provide guidance, supervision and advice in the development of volunteers in the area of group facilitation.
- Work with the Voices Vic manager and Group Program Coordinator to develop the overall strategy for the future of Voices Vic hearing voices groups
- Contribute to development of future direction of program
- Engage in self-care activities in order to look after yourself.

### Administration and finance

- Complete all financial forms and records accurately including timesheets cheque requisitions.

### 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 behavior.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- 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.

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## 6. Person specification

### Qualifications

- Certificate IV in Mental Health, Peer Work or currently undertaking and/or formal tertiary qualifications in Psychology, Social Work, Psychiatric Nursing or other Allied Health disciplines. Please provide evidence.

### Experience

- Minimum 2 years experience in the Mental health field, people with a lived experience are encouraged to apply

### Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values
- Experience and knowledge of being a user of the Mental Health system, either public or private.
- Skills in engagement, collaboration and networking with other health services.
- An understanding and/or completion of training of the Hearing Voices Approach and philosophy.
- Application of the Hearing Voices Approach in personal recovery.
- Demonstrated commitment to team work.
- Experience in working with all Microsoft Office applications
- Lived experience of recovery of Hearing Voices (preferably with the application of the Hearing Voices Approach) and willingness to share your lived experience of recovery with other colleagues and clients

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### 7. 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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### 8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		