

<b>Position title</b>	Peer Support Coordinator	<b>Reference</b>	HsD: hYEPP
<b>Award &amp; Classification</b>	SCHADS Award Level 4]	<b>Tenure</b>	Refer to Letter of Engagement
<b>Hours</b>	Refer to Letter of Engagement	<b>Reporting to</b>	Functional Recovery Program (FRP) Coordinator
<b>Location</b>	Casuarina	<b>Program</b>	headspace Darwin
<b>Section</b>	Mental Health	<b>Cost Centre</b>	3410
<b>Approved</b>	Jade Gooding (General Manager)	<b>Date</b>	15/08/2017
<b>Comment</b>	Anglicare NT is the lead agency of headspace Darwin.		

### AGENCY STATEMENT

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. Our values of Integrity, Fairness, Respect, Community and Hope are demonstrated through our commitment to strength-based practice, cultural respect, child safety, social justice, community development and partnerships. We aim to make a sustainable difference in the lives of Territorians. Anglicare NT is an agency of the Anglican Church of the NT, formed to respond to the social needs of our diverse communities. We are a member of the Anglicare Australia network.

### PURPOSE OF THE POSITION

As the Peer Support Coordinator you will be responsible for implementing the peer support program at headspace Darwin. The program will provide training and development opportunities to young people with lived experience of mental health concerns (specifically psychosis) to become peer support workers. Peer support workers will work with clinicians to improve outcomes for young people accessing services at headspace Darwin. The Peer Support Coordinator will facilitate workshops and training as well as provide practical and emotional support to peer support workers.

The Peer Support Coordinator will function as part of the Functional Recovery Program (FRP) and receive ongoing support and training, including supervision from the FRP Coordinator.

The Peer Support Coordinator will be committed to the mission and embody the values of Anglicare NT and support core business by providing service, guidance and advice within the position's specialty area.

### POSITION SPECIFIC REQUIREMENTS AND QUALIFICATIONS

1. The minimum qualification required is a Certificate IV in Mental Health, Youth Work, Community Services or Training and Assessment (or willingness to ascertain) and/or 2] years experience in a similar field. If you do not currently have a qualification you must be willing to undertake relevant studies.
2. Northern Territory Working with Children Clearance (Ochre Card)
3. National Police Criminal History Report (less than 3 months old) with acceptable outcome
4. First Aid Certificate or willingness to obtain within 3 months
5. Northern Territory Drivers Licence

## KEY SELECTION CRITERIA

1. Demonstrated ability to actively engage, support and work collaboratively with young people and an understanding of the mental health system in the Northern Territory.
2. Experience delivering training and providing practical and emotional support to young people.
3. Ability to work effectively in a team based culture with a focus on early intervention, engagement, responsiveness and recovery of young people.
4. Demonstrated skills in organisation and time management.
5. Willingness and ability to communicate an attitude of hope and optimism about the potential for recovery for young people who have experienced a first episode of psychosis.
6. Ability to work closely with a wide variety of young people, family members and friends, clinical and professional staff and relevant committees, as well as a commitment to complete documentation and data collection as required.
7. Prior experience or at a minimum demonstrated commitment to working respectfully with Indigenous and culturally and linguistically diverse clients, communities, staff and Aboriginal Controlled Organisations.
8. Demonstrated capacity and willingness to adhere to legislation, Anglicare NT policies and procedures and a commitment to EEO, WHS, Risk Management and Quality Improvement practices.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1. **Accountability:** Implement and manage the headspace Darwin Peer Support Program.

*Develop, train and mentor young people to support other young people experiencing mental health issues through the Peer Support Program.*

### Responsibilities:

- Using an evidence based Peer Support Program, adapt and implement the program to suit young people accessing services at headspace Darwin
- Organise training, peer worker activities and development opportunities for peer workers engaged with the program
- In coordination with the FRP Coordinator, evaluate and monitor the Peer Support Program with the aim of adapting and continual improvement

2. **Accountability:** Provide support to peer workers and other young people accessing the service.

*Provide both practical and emotional support to the Peer Workers helping them reach their potential in the role; as well as advocating for young people in the design and implementation of programs.*

### Responsibilities:

- Provide individual peer support and mentoring to peer workers engaged with the program.
- Participate in clinical reviews (and other clinical meetings as required) and advocate for young people in clinical discussions.
- Facilitate/co-facilitate functional recovery groups, specifically Youthspace, as required.

3. **Other Duties and Requirements**

- Comply with Federal, NT and Local Government legislation, regulations, permits and/or by laws.
- Adhere to Anglicare NT Policies and Procedures and general conditions of employment.

- Model Code of Conduct behaviours by working cooperatively and effectively with colleagues and other staff
- Comply with funding contracts, operational guidelines, approved work plans, reporting requirements or task directives.
- Adhere to budgets, delegation levels and administrative and data collection and entry duties, ensuring procedural requirements are met in a timely manner.
- Comply with Anglicare NT's WH&S requirements; whilst also remaining vigilant in relation to any client/customer related behavioural risk and contribute to maintaining a safe work environment.
- Support activities related to Anglicare NT's Reconciliation Action Plan including participating in Aboriginal and Torres Strait Islander Cultural competency training and activities.
- Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- Work collaboratively with the Team to address service improvement requirements resulting from client complaints, stakeholder feedback and/or internal or external evaluation processes.
- Participate in organisational communications and development systems such as email, staff meetings, planning & review days, quality assurance and organisational promotions and events as required.
- Actively participate in supervision, performance reviews, professional development activities and training as required.
- Maintain time and attendance leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.
- Other suitable duties as may be directed from time to time

## **DELEGATION OF AUTHORITY**

- Expenditure, Operational/Administrative, Personnel, Management and Legal – as per current Delegation of Authority Document (this is endorsed by the Board and periodically updated).