

Position Description

Title	Project Lead, Peer Cadet Program
Business unit	AOD, Mental Health, Carer Services and Tasmania
Location	As per employment agreement
Employment type	As per employment agreement
Reports to	Team Leader, AOD & Mental Health Lived & Living Experience

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

1. Position purpose

The Royal Commission into Victoria's Mental Health System provides an opportunity to reform the Mental Health system and to improve the access to services, service navigation and models of care. The Royal Commission identified a range of challenges faced by the Lived Experience Workforces across the Mental Health Sector.

The Peer Cadet Program responds to the Royal Commission's recommendation to increase the number of entry points for lived experience workforces and provide a supportive and structured environment for learning. The Peer Cadet Program will provide an opportunity for people with lived experience to enter paid employment whilst undertaking relevant study (Certificate IV in Mental Health, Peer Work).

The Project Lead will have a lived experience of recovery from mental health challenges and will be willing to purposefully use their story to help others further their understanding. The Project Lead will undertake a coordination and service readiness role; undertaking the scoping and development work required to establish the Peer Cadet Program.

The Project Lead will coordinate and lead the Peer Cadet Program in alignment with the purpose and outcome requirements described by The Department of Health.

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Key outcomes for the role:

- Peer Cadets engaging in a Certificate IV Mental Health Peer Work within 3 months of commencing employment.
- Peer Cadets completing the program

2. Scope

Budget: nil

People:

- Minimum of 3 Peer Cadets

3. Relationships

Internal

- Team Leader AOD & Mental Health Lived & Living Experience
- Senior Mentor, Lived & Living Experience
- Peer Facilitators
- Other Peer Cadets
- Mental Health and Alcohol and Other Drugs Division Program staff

External

- The Department Of Health
- Other organisations delivering the Peer Cadet Program, including EACH, Neami National, Mind Australia, Cohealth, Wellways, and Eating Disorders Victoria.

4. Key responsibility areas

Program Management

- Coordinate Uniting's Peer Cadet program identifying opportunities for internal work placements and supporting the peer cadets in these placements.
- Ensure Program objectives are being met by identifying and addressing any potential / emerging issues for the Peer Cadets.
- Support workforce development and organisational capability to engage and support the employment of lived experience workers.
- Ensure the Peer Cadets gain confidence and experience in a supportive and structured work environment whilst they study.
- Coordinate referrals, linkages, and resources to ensure holistic support for program participants and facilitate their access to relevant services and opportunities.
- Develop and implement Peer Cadet learning structures, education and supports.
- Participate in State-wide initiative activities, to be delivered by The Department of Health.
- Maintain accurate records of program activities, participant attendance, and outcomes in accordance with organisational and funder requirements and prepare report.
- Identify opportunities for innovation, adaptation, and expansion of the Peer Cadet Program to better meet the evolving needs of program participants and the community.
- Actively participate in continuous improvement and program evaluation processes.
- Promote the voice of people with a lived & living experience at all levels of service delivery and governance and encourage supportive and respectful workplaces for the mental health workforce.
- Participate in and support the advisory group and Community of Practice.

People and teams

- Offering respect and dignity when building hope-based peer relationships.
- Recruit, train, supervise, and support a team of peer cadets, providing mentorship, guidance,

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- and professional development opportunities.
- Foster a supportive and inclusive team culture that values diversity, peer-led approaches, and continuous learning and improvement.
- Provide direct peer support and mentoring to program participants, drawing upon personal lived experience and recovery journey to inspire hope, resilience, and empowerment.
- Facilitate peer-led support groups, workshops, and activities to promote mutual learning, connection, and peer support among program participants.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

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.
- 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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organization

5. Person specification

Qualifications/ Evidence Required

- Certificate IV in Mental Health Peer Work and/ or Tertiary Qualifications in Psychology, Social Work, OT, Psychiatric Nursing, Youth Work, or other Allied Health Disciplines.
- Intentional Peer Support Training - desirable

Experience

- Lived experience of mental health recovery or as a consumer of mental health services or Consumer Carer.
- Strong understanding of the needs and issues facing people experiencing severe and enduring mental health challenges.
- Strong understanding of the needs and issues facing Carers of people experiencing severe and enduring mental health challenges.
- Ability to supervise, lead, mentor, and coach a team who have a lived experience.
- Experience in project management.

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Core selection criteria

- Ability and willingness to share lived experience of mental health / AOD use and recovery in a safe way to inform your work, the work of the team and the organisation.
- Demonstrated understanding and empathy for individuals with lived/living experience of mental health and/or substance use challenges, including an appreciation of their strengths, challenges, and diverse backgrounds.
- Proven ability to manage and oversee a project, including planning, implementation, monitoring and evaluation.
- Strong interpersonal and communication skills that promote collaborative relationships with individuals with lived/living experience and other key stakeholders.
- Experience supervising a team, including recruitment, training, supervision, performance management, and fostering a positive and inclusive work culture.
- Proven ability to build and maintain positive relationships with internal and external stakeholders, including clients, families, community organizations, government agencies, and funders.
- Highly developed written and oral communication skills, and can competently and confidently communicate with a broad range of stakeholders.
- Proficiency in using computer software and technology for data management, documentation, communication, and program delivery, including Microsoft Office Suite, database systems, and virtual meeting platforms.
- Values alignment: ability to demonstrate and authentically promote Uniting's values.
- A preparedness to travel within the Melbourne metropolitan regions to meet the requirements of the role and to work out of various locations as required.

6. 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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: