


POSITION DESCRIPTION			
Position	Peer Facilitator		
Unit	Carer Gateway NSW 4		
Reporting to	Team Leader, Peer Support & Coaching		
Location	Newcastle or Coffs Harbour		
Award conditions	Social, Community, Home Care and Disability Services Industry Award (SCHADS) Level 4		
Position Statement	This position is responsible for organising and facilitating peer support, where carers meet in-person to share their experiences, learn from each other and develop networks to help support and connect with one another.		
Police Check Required	Yes	WWCC Required	Yes
Accountabilities & Responsibilities			
Peer Facilitation	<ul style="list-style-type: none"> Utilising lived experience as a carer, responsible for providing peer support group facilitation in accordance with the Carer Gateway Service provider (CGSP) In-Person Peer Support Service (IPPS) Design and guidelines Utilising a reflective practice framework to provide an opportunity for the group and individuals to learn, plan and grow from shared experiences Utilise supportive conversations to give carers the opportunity to explore, understand and reflect Facilitating sequentially structured, one hour IPPS group sessions in accordance with the IPPS Facilitated Groups Session Plans 		
Documentation and Computer Work	<ul style="list-style-type: none"> Enter required information accurately on the data base in accordance with minimum data collection requirements Collect data and keep records in accordance with any legislated mandatory reporting and privacy laws Complete all relevant paperwork for each client contact Create and maintain records using the Carer Star system 		
Support and Supervision	<ul style="list-style-type: none"> Participate in regular work supervision with the Team Leader, Peer Support & Coaching Debrief with peers and the Team Leader, Peer Support & Coaching where appropriate Undertake performance reviews with the Team Leader, Peer Support & Coaching 		
Team work	<ul style="list-style-type: none"> Attend staff, unit and other meetings as required Support volunteers who assist in the work of the unit Assist in cross-unit project activity Assist with the general operations of the organisation 		

Professional development	<ul style="list-style-type: none"> • Attend relevant group seminars and training sessions • Develop individual program for professional development in consultation with Team Leader, Peer Support & Coaching if appropriate to specific project objectives
Quality Improvement	<ul style="list-style-type: none"> • Demonstrates ongoing commitment to the Vision, Mission, Values, Strategic Plan, and Business Plan • Understanding and commitment to continuous improvement processes • Understanding of and compliance with Carers NSW Policies and Procedures • Undertakes quality improvements to ensure policies and processes are best practice for quality outcomes to be achieved • Compliance with all other legislative requirements
Diversity & Inclusion	<ul style="list-style-type: none"> • Has the capacity and understanding to work with and support diverse populations • Recognises the rights of others and respects difference in all its forms • Is committed to social justice and social inclusion • Values diversity as a strength and positively utilises diversity
Work Health and Safety	<ul style="list-style-type: none"> • Understanding and compliance with all relevant WHS legislation • Take reasonable care to protect your health and safety and the health and safety of others. • Report all safety hazards, incidents, near misses and injuries • Maintain a clean and orderly work area • Actively participate in safety improvement activities
Selection Criteria	
Essential qualities	<ul style="list-style-type: none"> • Lived experience as a carer • Strong group facilitation skills • Knowledge of the community care and health systems and other programs relevant to carers • Understanding of and commitment to at least one carer demographic group, such as ageing, disability and mental health • Demonstrated knowledge of Mandatory Reporting and Privacy requirements • High level organisational skills, including time management • Excellent computer and administrative skills, including experience using databases • High level written and verbal communication skills • Ability to work within a team environment
Desirable Qualities	<ul style="list-style-type: none"> • Relevant qualification minimum Certificate IV in Assessment and Workplace Training or TAA04 Cert IV Training and Assessment • Experience in working with children and young people • Additional languages spoken

I have read and understand the requirements of this role as described in this document

Employee Signature

Date