



**POSITION DESCRIPTION**

<b>Position Title</b>	Peer Worker
<b>Directorate:</b>	Rehabilitation Services
<b>Program</b>	Therapeutic Community Grampians
<b>Award/Agreement</b>	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
<b>Classification</b>	Level 2
<b>Reports to</b>	Team Leader Therapeutic Community or delegated support
<b>Direct reports</b>	NIL
<b>Employment Type</b>	Part Time, 0.6 FTE
<b>Date of Review</b>	14/05/2020

<b>The Organisation</b>
<p>Windana is a leading Melbourne-based drug and alcohol treatment organisation specialising in holistic, client-focused recovery services. For more than 30 years, we have been helping people rebuild their lives in a safe, caring environment, supporting our clients wherever they are in the recovery process.</p> <p>Windana assists close to 1500 people across Victoria per annum by providing AOD treatment services including residential withdrawal services, residential rehabilitation and a suite of non-residential services.</p> <p>Windana is a QIP accredited organisation currently employing over 150 highly experienced staff delivering excellent services across multiple sites.</p> <p><b>Our Mission</b> Helping people to rebuild their lives.</p> <p><b>Our Vision</b> We will provide a range of complementary treatment services to support individuals and families to assist them to recover from the harmful effects of drugs and alcohol. We will draw on our specialist expertise to increase community understanding of drug and alcohol related issues and we will develop a pro-active, educative focus to our work.</p> <p><b>Our Principles</b></p> <ul style="list-style-type: none"> <li>• Provide a range of approaches and give attention to all aspects of an individual.</li> <li>• Provide unflagging belief and support for individuals who wish to change and grow.</li> <li>• Respect differences in culture, religion, gender, age, family situation, background and economic status.</li> <li>• Commit to honesty and respect in all our relationships.</li> <li>• Draw on our expertise to develop new approaches to support treatment information and community education.</li> <li>• Develop processes and practices that are open, fair and honest.</li> </ul> <p><b>What we believe</b> We believe that people can rebuild their lives.</p>

<b>Program Information</b>					
<p>The Therapeutic Community (TC) residents rehabilitate by exploring their own life experiences and learning from the experience and insights of others. In education, therapy, and work groups which form the basis of the daily routine everyone has an opportunity to explore new ways of experiencing life. The TC is all about change and growth in a supportive and non-judgmental environment.</p> <p>Grampians TC is a purpose-built facility which commenced operation in 2019.</p>					
<b>Position Objective</b>					
<p>Directly accountable to the TC Team Leader or delegate, the Peer Mentor works with residents of the Therapeutic Community by sharing their lived experience of treatment and recovery from substance use.</p>					
<b>Position Responsibilities</b>					
<ul style="list-style-type: none"> <li>• Provide support and encouragement to residents of Rehabilitation Services in particular, people on the waitlist, the preadmission group, Welcome House program as well as Aftercare.</li> <li>• Assist with delivery of program material from the perspective of peer with a successful treatment experience</li> <li>• Remain aligned with the Peer Support Model through maintaining clear boundaries</li> <li>• Provide strategies and motivation to people in treatment</li> <li>• Role model prosocial behaviour and the values of the Therapeutic Community</li> <li>• Contribute to and promote Windana’s recovery community and the broader local recovery community through active participation and promotion of events</li> <li>• Participation in SHARC peer worker supervision, meetings and training as required by Windana policy and procedure.</li> <li>• Assist with the facilitation of training to all staff on the principles, guidelines and purpose of peer workers within the AOD service system, in particular at Windana</li> <li>• Acknowledge and respect the diversity in the nature of our clients and the many aspects of their lives – physical, psychological, spiritual and social.</li> <li>• Work as per an agreed roster.</li> <li>• Understand and work within the Windana Risk / Quality Management Framework including policies, procedures, tools, templates and reports as applicable.</li> <li>• Work within the parameters of general legislative compliance – including but not limited to OHS laws and guidelines, Fair Work Australia Act, Children and Young Persons Act, Privacy Act, Health Records Act</li> </ul>					
<b>Key Working Relationships</b>					
	<table border="1"> <tr> <td><b>Internal:</b></td> <td><b>External:</b></td> </tr> <tr> <td>Windana Staff &amp; Clients</td> <td>Self Help Addiction Recovery Council (SHARC) Peer Capacity Building Project worker and team members.</td> </tr> </table>	<b>Internal:</b>	<b>External:</b>	Windana Staff & Clients	Self Help Addiction Recovery Council (SHARC) Peer Capacity Building Project worker and team members.
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<b>Selection Criteria</b>					
<b>Mandatory Skills &amp; Competencies</b>					
<ul style="list-style-type: none"> <li>• Knowledge of peer support theory and practice.</li> <li>• Demonstrated group facilitation skills.</li> <li>• Non-judgmental and open to different approaches to recovery.</li> <li>• Understanding of different AOD treatment program models and approaches.</li> </ul>					

- High level interpersonal and communications skills, including active listening skills and clear speaking skills.
- Empathetic to values of Windana and SHARC.
- Commitment to continuous quality improvement.
- Commitment to Occupational Health and Safety.
- Ability to abide by the agency's undertaking re: confidentiality and reporting requirements.
- Lived experience of alcohol and or other drug dependence.
- Completion of a course of AOD specific treatment to address issues related to alcohol and other drug dependence, specifically a Therapeutic Community
- Committed to the process of positive change in the use of alcohol and other drugs of dependence

#### Qualifications

- SHARC Peer Helper Training.

#### Additional Requirements

All employees are required to:

- Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates.
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Windana clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Windana management. Windana is committed to child safety and is a Child Safe organisation
- Be aware of and comply with the Windana Code of Ethics and Practice
- Current First Aid certificate or willingness to undertake
- Have valid working rights to work in Australia

#### General Information

- Employment terms and conditions are provided in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
- All positions at Windana are subject to on-going government funding.
- Remuneration Packaging is available in accordance with current legislation.
- Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- Under the Accident Compensation Act, it is the applicant's duty to advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all

responsibilities, duties and skills required. Windana reserves the right to modify position descriptions as required. Employees will be consulted when this occurs

- Redeployment to other services or sites within Windana may be required

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name:

Employee Signature:

Date: