

POSITION DESCRIPTION



TITLE: Peer Mentoring Program (PMP) Officer

EMPLOYMENT STATUS: Part time, 0.8EFT, 2-year contract

AWARD DETAILS: Social, Community Home Care and Disability Services Industry Award 2010. Social and Community Services Employee Level 3

REPORTS TO: Peer Mentoring Program (PMP) Manager

LIAISES WITH: EDV staff, volunteers and service users

LAST UPDATED: May 2020

ABOUT EDV

Our Vision

A future where the incidence, duration and impacts of all eating disorders are reduced and ultimately eradicated.

Our Mission

The Eating Disorders Foundation of Victoria is the primary source of support, information, community education and advocacy for people with eating disorders and their families in Victoria. We connect those whose lives are affected by eating disorders with the people, services and hope they need for recovery.

Our Values

We embrace the following values to underpin our vision and mission:

- Respect
- Acceptance
- Hope

Eating Disorders Victoria (EDV) is a non-profit organisation, which supports those affected by eating disorders, and their families. Eating Disorders Victoria also provides information, education and advocacy about eating disorders to the wider community. The organisational values are Respect, Acceptance and Hope, and these values underpin a philosophy of recovery. The organisation is led by a Board of Management, and is funded by state government, philanthropic funds, fee for service activities and donations. Much of EDV's work is based on the principles of Mutual Support and Self Help. Volunteers are critical members of the team, often bringing their lived experience of eating disorders to their role, and enhance the organisation's activities in a variety of ways including assisting EDV staff to respond to requests for information, referral and support, and in the provision of support groups and community education activities.

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ROLE STATEMENT

EDV developed a Peer Mentoring Program (PMP) in 2016 in partnership with one of Melbourne's public hospitals. This initiative supports adults with an eating disorder upon discharge from a hospital inpatient unit or on intensive day program, to ensure they can consolidate and sustain steps towards recovery.

The program matches Mentors, who are casual employees and who have recovered from an eating disorder, with adults in recovery. The pairs meet on a fortnightly basis over a six-month period (13 mentoring sessions) to work towards the self-identified goals in their Wellness Plan.

The main function of PMP Officer is ensuring the program runs smoothly.

The PMP Officer is involved in all areas of the program to assist with smooth implementation. Tasks include:

- Promoting PMP and the referral process to external stakeholders and via social media
- Receiving referrals and conducting matches,
- Recording peer mentoring session dates, coordinating the collection of data and checking in regularly with IT systems which support the program.
- Processing expense claims, timesheet and purchasing resources for the PMP.
- Planning and coordinating group mentor and mentee sessions
- Collation of relevant data for evaluation of the program

The PMP Officer will receive regular supervision from PMP manager.

The program is currently funded until 30 June 2022.

KEY ACCOUNTABILITIES

- Ensure the administration of the program runs smoothly
- Support recruitment, training and support of EDV Peer Mentors who have prior lived experience of an eating disorder.
- Assist with the formal data collection of the program using established tools such as (EDEQ, DAS and QoL) in conjunction with EDV education and research officer.
- Provide monthly and quarterly reports including progress against outlined targets.
- Coordinate organisation of PMP mentor and participant (mentees) group sessions.
- Monitor PMP social media accounts (fb group page).
- Contribute to quality improvement and service delivery within the organization.
- Other duties as directed by manager.

Notes: Successful applicants will need to adhere to and abide by all Eating Disorder Victoria policies and procedures in the execution of their role.

KEY SELECTION CRITERIA

Essential:

- Relevant tertiary qualifications in Social Work, Psychology, Public Health, Social Sciences, Health Promotion or similar.
- Experience in program administration, including data collection.
- Competency in Microsoft applications including Word, Excel and Outlook.
- Excellent problem-solving skills and the ability to coordinate and deliver programs.
- Ability to work both collaboratively and demonstrate initiative
- Good writing skills

Additional desirable criteria:

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- Experience working in a mental health service or Not for Profit organisation
- Working knowledge of Victorian mental health system and hospital services.
- Strong commitment to peer support and understanding of the value of peer work in mental health recovery
- Good knowledge of eating disorders and/or other mental health issues.
- Experience with customer relationship management databases

CONDITIONS OF CONTRACT

Location: The position will be based at the EDV office on Level 2 of the CFC Community Centre (corner Lulie and Abbot Streets, Abbotsford).

Employment conditions:

- Working hours are 4-days per week (negotiated at time of appointment).
- Additional hours may be required, these times will be mutually agreed on.
- Subject to satisfactory Working with Children Check, National Police Check and completion of Conflict of Interest Declaration.
- Probationary period will apply (3-months).

Ethical requirements:

All EDV staff are required to adhere to the EDV Code of Ethics, Code of Conduct, Core Values and guiding principles and relevant organisational policies, practices and guidelines.

Wellness criteria:

EDV values the lived experience of volunteers, staff and board members in the organisation.

For anyone with history of a mental illness, including eating disorders, we have a recommended two-year recovery period and a 'Declaration of Wellness' so that all connected with EDV are able to look after themselves and be supported.