

## Position description

Title of the role:	Project Role - Group Programs- Tasmania
Classification:	SCHADS Schedule B, Level 4
Program Area:	Tasmania
Location:	North West – based in Burnie Office
Reports to:	Program Coordinator
Last Revised:	December 2025

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### About Wellways

Wellways Australia is a leading not-for-profit organisation dedicated to ensuring all Australians lead active and fulfilling lives in their community. We work with individuals, families, and the community to help them imagine and achieve better lives. We advocate for change to make sure people can access the best possible care and information when they need it. We provide a wide range of services and assistance for people of all ages with mental health issues, disabilities, and those requiring community care.

Wellways is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development. People with lived experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

### Our Values

#### Honesty:

- We are open and sincere in all interaction
- We show care and consideration to all our stakeholders
- We take responsibility for our actions

#### Acceptance

- We champion and respect all voices and choices
- We accept people no matter how complex their needs
- We see the person, the family, and the community

#### Fairness:

- We believe everyone has the right to equal opportunities
- We challenge social injustice and advocate for change
- We collaborate to solve problems

#### Commitment:

- We are committed to our work, and we won't give up
- We have the courage to make decisions and are accountable for our actions
- We dare to go down new roads and challenge accepted wisdom

## Participation:

We promote participation and transform lives and communities  
We value the expertise and contribution of everyone we work with  
We build knowledge and lead conversations

## Our Approach to Service Delivery

Our recovery services are guided by our values and informed by our Community Recovery Model. This approach to Recovery means we work at 3 levels, with the individual, with their families and friends and with the community. Wellways' Community Recovery Model recognises that developing skills, building confidence, and strengthening relationships will help people to recover and to live independently. The model provides an evidence-based approach to create individually tailored, effective recovery support packages. Wellways assists individuals to develop the capacity to manage their own wellbeing, equip family and friends with information and skills, and engage community members in support networks.



## Advocacy Services

We have a strong advocacy program, informed by the lived experience of people with mental health issues or disability, their families, and friends. Members of Wellways play a vital role in developing our advocacy platform. We advocate for systemic change that will create better conditions and improved opportunities across the range of services and supports we offer, including people and their families living with mental health and / or disabilities, and carers.

All our recovery services and advocacy programs:

- Support and create opportunities for recovery
- Value cultural diversity
- Value peer participation and leadership (participant and carer)
- Are underpinned by evidence-based best practice

## Position Summary

Wellways has several programs providing services to the Tasmanian community. These programs aim to provide a range of biopsychosocial support strategies that promote and support social inclusion.

Under the support and direction of the Program Coordinator – North West Tasmania, this Group Program Project Officer role forms part of the Wellways to Recovery team. The aim of the role is to revamp, develop and implement an evidence-based group program informed by lived experience. The project officer will need to have strong networking skills to be able to establish connections and partnerships within the community to ensure our groups focus on skills development and community integration. With this role there is an expectation to work with all sites across Tasmania to establish programs in each area and some intrastate travel may be necessary.

Work will be guided by Wellways' evidence-based practice frameworks:

- Consultation and collaboration
- Utilising evidence-based resources
- Consumer participation and co-design
- Program development and evaluation design

Refer to Attachment 1 for information about the overall Wellways organisational structure.

## Responsibilities

Key Functions	Key Performance Indicators
Establishing groups within Wellways' practice frameworks, the organisations policy, and procedures, all applicable legislative standards, any relevant accreditation standards and agreed SLA's.	<ul style="list-style-type: none"> <li>• Work in consultation with the Tasmanian Wellways team to establish group projects relevant to the participants within the Wellways to Recovery Program and the broader community</li> <li>• Research gaps in service delivery and design group programs that can assist in achieving participation for Wellways participants and the wider community</li> <li>• Meet regularly with North and Northwest teams across Tasmania to deliver a North/North-West approach and achieve shared objectives</li> <li>• Research, design and develop programs that can benefit Wellways to Recovery participants and the broader community</li> <li>• Establish effective evaluation materials for designed programs and groups</li> <li>• Promote programs and groups to key stakeholders, external organisations and program participants and foster partnerships</li> <li>• Ensure that all operational and administrative requirements are met including regular reporting requirements and records maintenance</li> <li>• Maintain safe work practices and a safe and healthy environment in accordance with occupational health and safety policies and legislation</li> </ul>

<p><b>Team Effectiveness</b></p> <p>Working as an active member of the program team to ensure the achievement of program goals and the application of best practice frameworks.</p>	<p>This will include:</p> <ul style="list-style-type: none"> <li>• Working as part of the team with an ethos of collaboration co-operation, and mutual support</li> <li>• Support for, and on-going development of, an environment based on shared accountability and effective knowledge sharing</li> <li>• Co-operating with all team members in order to ensure continuity of care and the provision of an exceptional service offer</li> <li>• Actively participating in team meetings, service planning sessions, PDR supervision and staff development activities</li> </ul>
<p><b>Organisational Alignment</b></p> <p>Contributing to the effective operation and on-going development of the program to ensure the program reflects Wellways values, evidence-based practice and demonstrates innovation</p>	<p>This will be achieved through on-going contribution and awareness ensuring that:</p> <ul style="list-style-type: none"> <li>• The programs reflect the core values of Wellways</li> <li>• Programs are delivered within Wellways' Practice Frameworks, the Community Recovery Model and best evidence-based practice</li> <li>• Programs are reviewed to ensure they reflect individual needs</li> <li>• Quality systems and standards are incorporated to support continuous improvement</li> <li>• Effective relationships are established and maintained with other organisations</li> </ul>
<p><b>Stakeholder Engagement</b></p> <p>Working with the wider community and key stakeholders to support value adding participant outcomes</p>	<p>You will:</p> <ul style="list-style-type: none"> <li>• Participate in program promotion and developing appropriate linkages with other community agencies, clinical services and other Wellways programs</li> <li>• Participate in the development and delivery of community education in relation to mental health and recovery</li> <li>• Represent Wellways in a variety of settings, including other agencies, members, participants, carers, and families to raise awareness of mental health and mental illness issues at the local level and to 'market' the organisation, at the direction of the manager.</li> </ul>

## Essential & Desirable Requirements, Knowledge, Experience and Skills

<b>Qualifications &amp; Essential Requirements</b>	<ul style="list-style-type: none"> <li>• Tertiary Qualifications in social work, psychology, social science or related discipline</li> <li>• Prior experience working within the Mental Health industry or community-based organisation</li> <li>• Current valid Driver's License and the ability to undertake some travel</li> <li>• Appropriate IT skills</li> <li>• Satisfactory Police Records Check</li> <li>• Satisfactory Working with Vulnerable People Check</li> <li>• Right to Work within Australia</li> <li>• NDIS Worker Orientation Module completion certificate</li> </ul>
<b>Technical Knowledge and Experience</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated case practice in a health, community, or related field</li> <li>• Demonstrated experience and skills in working within programs for people with a mental health challenges or their carers</li> <li>• Experience in coordination and implementation of projects</li> <li>• An understanding of the biopsychosocial model of mental health and how social inclusion principles are applied to service delivery</li> <li>• Demonstrated ability to operate in a way that ensures maximum participation of participants</li> <li>• An ability to establish effective partnerships including liaison, mediation, negotiation, and consultation</li> <li>• Proven written and verbal communication skills including computer literacy in Microsoft Office</li> <li>• An ability to work with culturally and linguistically diverse communities and individuals</li> <li>• Commitment to best practice</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Fluency in other languages</li> </ul>
<b>Skills and Qualities</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Effective communication skills, verbal and written including the ability to complete reports.</li> </ul> <p><b>Interpersonal</b></p> <ul style="list-style-type: none"> <li>• Strong skills in developing and maintaining relationships with staff and other stakeholders.</li> <li>• Able to see things from others point of view and confirm understanding of that point of view.</li> <li>• Able to express personal views in a constructive and diplomatic manner.</li> <li>• Able to reflect on how one's own emotions impact on others.</li> </ul> <p><b>Organising and Planning</b></p> <ul style="list-style-type: none"> <li>• Able to identify more and less critical activities and operate accordingly, reviewing and adjusting as required.</li> <li>• Able to develop and implement systems and procedures to guide work</li> </ul>

	<p>and track progress.</p> <ul style="list-style-type: none"> <li>• Able to recognise barriers and find effective ways to deal with them.</li> <li>• Able to identify processes, tasks and resources required to achieve a goal</li> </ul> <p><b>Self-management</b></p> <ul style="list-style-type: none"> <li>• Able to plan and prioritise work to ensure outcomes are achieved.</li> <li>• Takes the time to think things through.</li> <li>• Able to anticipate one's own reactions to situations and prepare accordingly.</li> </ul> <p><b>Computer</b> Familiar in Microsoft Office Suite</p> <p><b>Self-Management</b></p> <ul style="list-style-type: none"> <li>• Motivated, innovative, and able to work independently.</li> <li>• Understanding of a changing work environment requiring timely and appropriate response to participant needs</li> </ul>
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## Additional Information

This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the incumbent.

Financial Delegation: As per delegation schedule

People – Number of Directs: 0

Travel Percentage: The Wellways to Recovery program worker will be required on occasion to travel intrastate as required for this role

On Call: n/a

Special Requirements: Adhere to flexible rostering arrangements

## Attachment 1

