

Position description

Title of the role	Peer Cadet
FTE	22.8 hours (3 days per week) 2 onsite days, 1 study day
Classification Schedule	SCHADS Level 2.2 (Schedule B)
Program	Victorian Peer Cadet Program (Lived Experience Career Compass)
Location:	Various in Victoria Head Office - Fairfield Frankston, Narre Warren, Dandenong North-East Melbourne
Reports to:	Program Manager
Discipline Specific Supervision	Peer Cadet Program Lead
Last Revised:	April 2026

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 interactions
- We show compassion 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 Well Together Model. This approach means we work at 3 levels, with the individual, with their families and friends and with the community. Well Together 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

The Peer Cadet Program at Wellways offers a 10-month paid cadetship for individuals with personal lived/living experience who are **enrolled in the Certificate IV in Mental Health Peer Work**. This entry level employment opportunity provides Peer Cadets with the chance to develop their knowledge, skills, and confidence through exposure and experience in 1-3 Wellways service areas, including:

- general mental health,
- specialist mental health,
- outreach, and
- phone support.

Peer Cadets will benefit from discipline-specific supervision, placement support, peer mentoring, regular reflective practice opportunities and training and development opportunities. They will work alongside experienced professionals, in both peer roles and non-peer roles and expand their professional networks. As valued members of the Lived/Living Experience workforce at Wellways, Peer Cadets will contribute to the ongoing development of the Peer Cadet Program, gaining invaluable experience and support during a significant period of Mental Health Reform in Victoria.

Note: This program includes 2 days (15.2 hours) of on-site work and 1 day (7.6 hours) of paid study leave (working from home or on-site). Upon completion of study requirements, paid study leave becomes a working day.

Organisational Commitment to Reconciliation

Wellways mission is to work with people who experience mental health challenges and other disabilities, their families, and their communities. We assist and advocate for people to gain greater physical, mental, social and emotional wellbeing and to be fully welcomed as part of their community. We know that Aboriginal and Torres Strait Islander people have not always been well-served by mental health and disability organisations, and that their social and emotional wellbeing has been impacted by generations of trauma, injustice, and deprivation. Wellways recognises our responsibility as an organisation in addressing these issues of injustice, inequality, and stigma as part of ensuring our services are both welcoming and helpful for people and their families. As part of our commitment to reconciliation we are working to create culturally aware and safe services for First Nations Community Members.

Refer to **Attachment 1** for a reference to the overall Wellways organisation structure.

Responsibilities

Key Functions	Key Performance Indicators
<p>Learning and Delivering Peer Support</p> <p>Under the support and direction of Peer Cadet Coordinator and other relevant Program Staff, Peer Cadets will learn how to deliver quality peer support to participants within the framework of the Peer Work Discipline, its principles and values, organisational policies and procedures, all applicable legislative standards, and any relevant accreditation standards.</p>	<p>The Peer Cadet will:</p> <ul style="list-style-type: none"> • Develop skills to form effective and empathic peer relationships by intentionally sharing personal lived/living experience, including the impact of mental health challenges, service use and recovery. • Offer respect and dignity when building hope based peer relationships. • Demonstrate initiative to develop and complete learning goals/tasks. • A commitment to practice self care and self reflection • Maintain safe work practices and a safe and healthy environment in accordance with occupational health and safety policies and legislation. • Communicate relevant information or concerns to the relevant Manager or senior staff member. <p>The Peer Cadet will be supported to:</p> <ul style="list-style-type: none"> • Observe and provide 1:1 peer support. • Observe, participate in and facilitate Peer groups. • Work alongside participants to identify their individual goals using Peer work principles such as mutuality, shared responsibility, and moving towards. • Support people who access services to develop their strengths, well-being practices, self-identified recovery goals, support systems and community connections. • Promote social inclusion and community linkages, factoring in cultural considerations. • Promote self-determination, self-advocacy and encourage self-care practices. • Uphold consumer perspective values and principles to build relationships with people accessing services which are recovery, strength, ability, and possibility focused. • Apply the principles of confidentiality to ensure people accessing services and others are treated fairly and with mutual respect and understanding. • Contribute to ongoing program development
<p>Teamwork and Collaboration</p>	<ul style="list-style-type: none"> • Work collaboratively with other staff, volunteers and service providers to improve understanding of personal recovery and build capacity to provide holistic, inclusive and recovery oriented mental health services. • Cooperation with all team members to ensure continuity of care and the provision of an exceptional service. • Reflecting on performance feedback and development as a learner to meet the required support standards. • Active participation in team meetings, peer mentoring, community of practices and supervision as required. • Consistently display and promote high level commitment, integrity, and diligence in all aspects of work and decision-making

<p>Commitment to personal, professional and organisational development</p>	<ul style="list-style-type: none"> • Learning and growth mindset throughout the cadetship • Considering on the job learning and feedback received from supervisors to ensure practical applications in providing peer support. • Engage in formal and informal reflective practice. • Attend Monthly Community of Practices at Wellways Head Office in Fairfield (or remotely as required) • Fulfill attendance requirements in the Certificate 4 in Peer Work • Embrace the Wellways Australia values in everything you do. • Maintain respectful relationships and communications with all Wellways Australia team members, partners, and supporters. • Value the strengths of team members, partners, and supporters, and contributing to an environment where all strengths are valued. • Adhere to Wellways policies and procedures.
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Essential Requirements, Knowledge, Experience and Skills

<p>Qualifications & Essential Requirements</p>	<ul style="list-style-type: none"> • Lived or living experience of mental health challenges, Alcohol and Other Drugs (AOD) and/or psychosocial disability, with a willingness to intentionally and purposefully draw on these experiences to support others. • Provide evidence of enrolment and undertaking the Certificate IV in Mental Health Peer Work • Ongoing Commitment to completing the Certificate IV in Mental health Peer Work. • Basic IT skills and willingness to develop further as required to meet workplace requirements (i.e. Microsoft Word, PowerPoint, Outlook, and Microsoft Teams) • Willingness to travel to Wellways Head Office in Fairfield for in person events (Travel expenses covered for Regional Peer Cadets). Remote attendance considered as needed. <p>Essential Compliance Requirements:</p> <ul style="list-style-type: none"> • 100 points of ID • Current Satisfactory Police Check (Disclosable outcomes considered) • Current Satisfactory Working with Children Check • Right to Work within Australia • NDIS Worker Orientation Module completion certificate • Current Satisfactory NDIS Worker Screening Check Card
<p>Technical Knowledge and Experience</p>	<p>Required</p> <ul style="list-style-type: none"> • Be comfortable and ready to safely share lived/living experiences while working within a multidisciplinary team and with participants, families, and carers. • Strong understanding of personal learnings from Lived/Living experiences.

	<ul style="list-style-type: none"> • Commitment to inclusive, respectful practice with LGBTQIA+ communities, neurodivergent individuals, and people from culturally and linguistically diverse backgrounds, with openness to ongoing learning from lived and living experiences. • Commitment to anchoring work in the peer work discipline, and its values and principles. <p>Desirable</p> <ul style="list-style-type: none"> • Understanding of skills required to work together with people who live with mental health challenges. • Desire to work in a community-based organisation • Readiness to work in a way that ensures maximum participation outcomes for participants. • Understanding of the importance of collaboration when working in a multidisciplinary team (i.e.- with clinicians) • Fluency in languages other than English
<p>Skills</p>	<ul style="list-style-type: none"> • Demonstrated ability to monitor own wellbeing, practice self-care and seek support where needed. • Ability to identify and plan for areas of personal and professional development. • Ability to promote a culture of hope and optimism by sharing of lived/living experiences of recovery. • Ability to see things from other points of view and have discussions in a constructive manner. • Able to reflect on how one’s own actions may impact others and team dynamics.

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: Monthly co-reflection in Fairfield, Melbourne is a key part of this role, with occasional travel (up to 10%) for training or connection with other services. Flexibility to join activities remotely is available based on location

On Call: N/A

Attachment 1



