

Position description

Title of the role	Wellbeing Navigator Peer Cadet
FTE	EFT .8 - 1
Classification Schedule	SCHADS Level 2.2 (Schedule B)
Program	Early Career program
Location:	Bairnsdale
Reports to:	Program Manager
Discipline Specific Supervision	Early Careers Team
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

In response to the Royal Commission into the Victorian Mental Health System, funding has been made available to support the development of an early career workforce across specialist areas including clinical, wellbeing and lived/living experience workforce roles across the Mental Health and Wellbeing Locals.

As part of this initiative, The Wellbeing Navigator Peer Cadet position is being offered to individuals who are beginning their careers in mental health and wellbeing services.

This Position is designed for individuals who will utilise their lived and living experience (LLE) of mental health challenges, substance use, addiction, and/or suicidality. The position can be full time or part time, typically within standard business hours, though specific shift time may vary based on operational requirements, with all shifts and rosters open for consultation.

Successful candidates will be supported by a robust, structured- learning environment, which includes developing individualised learning plans in collaboration with their direct line supervisor and lived experience practice lead. This comprehensive support system ensures a balanced approach to learning, practice development and direct service delivery. This program will utilise best practice lived experienced frameworks such as the Intentional Peer Support model to support early career peer workers to utilise their lived experiences to support participants. Through this framework, the successful candidate will gain practical experience in walking alongside participants in their recovery journey.

The Wellbeing Navigator Peer Cadet Program at Wellways offers a 12-month paid cadetship for individuals with personal lived/living experience who are **enrolled in the Certificate IV in Mental Health Peer Work or relevant certificate level qualification**. This entry level employment opportunity provides Wellbeing Navigator Peer Cadets with the chance to develop their knowledge, skills, and confidence through exposure and experience in our Mental Health and Wellbeing Locals Program.

Wellbeing Navigator Peer Cadets will benefit from discipline-specific supervision, 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, Wellbeing Navigator Peer Cadets will contribute to the ongoing development of the lived experience early careers programs at Wellways, gaining invaluable experience and support during a significant period of Mental Health Reform in Victoria.

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 Lived Experience Early Career Program Lead and other relevant Program Staff, Early Career Locals 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 Wellbeing Navigator 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>With additional supervision and support the Wellbeing Navigator Peer Cadet will be supported to:</p> <ul style="list-style-type: none"> • Observe and eventually 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>	<p>With additional supervision and support the Wellbeing Navigator Peer Cadet will be supported to:</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. • Engage effectively in a multidisciplinary and integrated team approach, including colleagues with lived experience of mental health and/or substance use challenges. • Cooperation with all team members to ensure continuity of care and the provision of an exceptional service.

	<ul style="list-style-type: none"> • Reflect on performance feedback and development as an early career Wellbeing Navigator Peer- to meet the required support standards. • Actively participate in professional development opportunities, team meetings, peer mentoring, practice supervision, community of practices and line supervision as required. • 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 • 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.

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 or other relevant certificate level qualification. • Ongoing Commitment to completing the Certificate IV in Mental health Peer Work or other relevant certificate level qualification. • 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). <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 Competition certificate • Current Satisfactory NDIS Worker Screening Check
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<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. • 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"> • Effective interpersonal and communication skills, including the ability to contribute positively within a team, influence and negotiate with others. • Demonstrated ability to monitor own wellbeing, practice self-care and seek support where needed. • Ability to identify and plan areas of personal and professional development. • Ability to promote a culture of hope and optimism by sharing 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.
<p>Consumer Focus</p>	<ul style="list-style-type: none"> • Ensure an excellent standard of service is offered by partnering with participants and/or carers and the community at all levels of health care provision, planning and evaluation. • Willing to work to uphold a human rights approach. • Maintain a professional and friendly approach in all interpersonal communication with, participants, carers, families, and colleagues. • Recognise and respond to the needs and requirements of each individual participant and/or carer. • Ensure all service planning and delivery is inclusive of families and

	carers as far as practicable. Ensure family/carers are offered their own recovery planning and services.
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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: 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

