

POSITION DESCRIPTION

PEER PATHWAYS COORDINATOR (REGIONAL ENGAGEMENT)

Employment framework: Social and Community Services (Western Australia) Interim Award 2011 Level 6.1

Role description:

In this role, you will coordinate and undertake activities that expand peer support services to keep people with experience of mental health issues supported within the community through connection and navigation of services. You will work alongside another Coordinator whose role focuses on team support, working in collaboration with that coordinator, the team and manager to set and progress the strategic direction of the project.

A core part of this role will be engaging with services in regional areas, which will involve travel to those locations, and making connections with other Commonwealth Psychosocial Support Programs. This role will also provide Peer support and service navigation on the phone when required.

You will collaborate with the team to identify and progress opportunities to develop the service particularly in a regional context. In addition, you will take carriage of development and maintenance of resources and structures which support the Peer Pathways service. This will include database and directory development, and development of processes supporting induction and training. Mental health is a fast-moving sector, and this role will come with great variety and may see you lend a helping hand on projects and events throughout the year in addition to regular duties.

To apply

Please send a current resume/CV, and a cover letter of no more than 2 pages that addresses the Selection Criteria below.

If you use AI in the course of preparing your application, please include a short statement declaring your use of AI.

CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values Driven:** The ability to demonstrate kindness, respect, integrity, social justice, connection and courage.
- **Flexibility:** The capacity to work and act flexibly in order to meet peer and organisational goals.
- **Collaborative:** A demonstrated commitment to working collaboratively and constructively with

others including consumers, their families/carers, staff, volunteers and sector partners.

- **Creative and inquisitive:** Capacity to contribute to developing and evaluating innovative approaches with new and fresh ideas and a positive approach.
- **Organised and diligent:** Demonstrated time-management, organisation and prioritisation skills with a strong attention to detail.
- **Leadership and initiative:** A demonstrated ability to proactively take carriage of specific tasks and projects and to exercise sound judgement in seeking feedback and direction.

BRIEF STATEMENT OF DUTIES / PERFORMANCE AREAS

A. PEER COORDINATION, NAVIGATION, DEVELOPMENT AND EVALUATION

- Develop and maintain collaborative relationships with a range of stakeholders, including consumers, service providers, and families and carers to optimise engagement and navigation supports. Maintain a strong focus on regional promotion and engagement.
- Develop and maintain clear, accurate and accessible navigation resources for consumers, service providers, community and Statewide health services.
- Identify and progress opportunities to maximise sustainability, outcomes and impact of project activities.
- Progress opportunities for service directory, database and documentation development and maintenance.
- Develop resources and structures to support induction, training and team development opportunities.
- Effectively implement the project to achieve delivery of outputs and outcomes within agreed timeframes and to required standards.
- Identify and manage risks, including risks to CoMHWa and to project objectives, and escalate where required.
- Provide Peer Support through phone and email communication, responding in a trauma-informed and appropriate way to consumers experiencing distress and crisis.
- Provide relevant and appropriate options and pathways via accessible, clear and timely phone and email communication to support individuals, together with their families, carers, and service providers to access the supports needed to promote mental and physical wellbeing.

B. QUALITY IMPROVEMENT

- Participate in ongoing evaluation and quality improvement activities in CoMHWa.
- Participate in professional and performance development programs as required including project specific training and regular Peer Supervision.

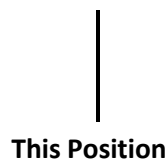
C. GENERAL

- Collect quantitative and qualitative data as required by the CEO or their delegate.
- Prepare and deliver written and verbal presentations as required by the CEO or their delegate.
- Conduct all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, and all policies, procedures and guidelines as determined by CoMHWa from time to time.
- Performs other duties as required by the CEO or their delegate.

REPORTING RELATIONSHIPS

Manager - Peer Pathways and Group Supports

Responsible
to



SELECTION CRITERIA

QUALIFICATIONS

- Relevant professional or volunteer experience, and/or vocational or tertiary qualifications in mental health, Peer work, social sciences, humanities, community development or related field.

ESSENTIAL MINIMUM REQUIREMENTS

- **It is a genuine occupational qualification of this position to have a lived experience of mental health/social and emotional wellbeing issues and recovery in accordance with section 66(s)(c) of the Equal Opportunity Act 1984.**

(Note: CoMHWa uses a trauma-informed recruitment approach. You will not be asked to disclose personal details of your experiences. A simple self-declaration will be used to confirm eligibility, with optional opportunities to reflect on how lived experience informs your practice.)

- Demonstrated ability to work with members of the community in ways that foster hope and empowerment and maintain a strong consumer focus.
- Excellent interpersonal and communication skills with a focus on building and sustaining strong relationships.
- Ability to regularly travel within WA for stakeholder engagement and support for CoMHWa activities
- Skills in coordination, planning and time management skills relevant to project implementation, including meeting deadlines and managing competing priorities.
- Demonstrated experience in development and maintenance of resources supporting induction/training and workplace procedures and policies.

- Demonstrated experience in development and maintenance of structures and processes supporting collection and maintenance of information and data, such as databases and/or knowledge bases.
- Ability to work autonomously, use initiative and work flexibly as part of a team to accomplish shared goals.
- Demonstrated analytical and problem solving skills in order to develop strategies, ideas and opportunities for resolving issues.

DESIRABLE

- Experience in working with people across a diversity of backgrounds.
- Certificate IV Mental Health Peer Work qualification.
- Experience in working with people with lived experience of mental health issues.

Research shows that candidates from underrepresented groups (Aboriginal, Torres Strait and Pacific Islander peoples, people of colour, women, non-binary and gender diverse people, LGBTQIA+ communities, and people with disability) often do not apply for roles if they do not meet all the criteria – unlike majority candidates meeting significantly fewer requirements. We strongly encourage you to apply if you are interested, we would love to know how you can contribute to our team with your unique experiences.

APPOINTMENT FACTORS / PREREQUISITES:

- Current ID;
- National Police Certificate - maximum 3 months old or ability to obtain new (**note** – CoMHWA understands that some people with lived experience may have had distressing engagements with police and justice systems in their past, and we do not consider that this should be an automatic reason to exclude people from work. Depending on the record, there may be a follow up discussion between yourself and a CoMHWA staff member. CoMHWA will keep details of the record confidential.)
- Working with Children Check (mandatory funding requirement);
- Certification of qualifications (if applicable);
- Fully vaccinated against infectious diseases in line with advice from Department of Health.

POSITION TYPE / REMUNERATION

POSITION TYPE AND TERM

Position type: Contract, full-time

Position term: Fixed term to 30th June 2027

A full-time equivalent position (1.0 FTE) at CoMHWA is seventy-five (75) hours per fortnight.

FTE for this position: 1 FTE

Hours per fortnight: 75 hours

REMUNERATION

Salary: \$105,720

Superannuation 12%

* Salary packaging / sacrifice is available on approval from the Chief Executive Officer. CoMHWA is classified as a Health Promotion Charity by the Australian Taxation Office.

Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.