



POSITION DESCRIPTION - Peer Cadet	
Part 1 – Expectations for Your Role	
Position	Peer Cadet
Service / Program	Lived and Living Experience Mental Health and Alcohol and Other Drugs AOD
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	Level 2
Reports to	Lived and Living Experience Consultant
Effective Date	May 2025

### About the Peer Cadet Program

The Peer Cadet Program is an entry level employment opportunity for people with lived/living experience undertaking the Certificate IV in Mental Health Peer Work to enter a paid 10-month cadetship as a trainee consumer peer worker or family/carer peer worker.

At Each, cadets are recruited into lived and living experience workforce streams and matched with a mentor within their area of interest that may include:

- Adult mental health
- Psychosocial support
- Alcohol and Other Drugs (AOD)
- Youth mental health
- Family violence recovery

Cadets are expected to be well-progressed in their own recovery journeys, to ensure they can safely and effectively participate in team placements and contribute to the peer workforce.

Each Peer Cadet will:

- Participate in a comprehensive orientation program.
- Be placed within different Each teams and supported by an experienced peer mentor.
- Meet with individual team members to learn about their roles and areas of work.
- Attend team meetings where appropriate.
- Gain an understanding of administrative processes, including referrals, medical records, and recording contacts.
- Develop documentation skills, such as writing case notes, completing consent forms, and contributing to recovery plans.
- Learn about key areas such as duty of care and risk management.
- Receive mentoring in delivering 1:1 peer support and facilitating peer support groups.



## Key Deliverables

- **Form effective and empathic peer relationships:** by appropriately sharing personal lived experience, including the impact of mental illness, service use, and recovery.
- **Support people that access services:** to develop their strengths, wellbeing practices, and self-identified recovery goals, as well as their support systems and community connections.
- **Work collaboratively with other staff and service providers:** to improve understanding of personal recovery and build capacity to provide holistic, inclusive, and recovery-oriented mental health services.
- **Uphold consumer/carer perspective values and principles:** to build relationships with people accessing services that are recovery, strength, ability, and possibility focused.
- **Promote self-determination and self-advocacy:** and encourage safe, healthy boundaries and self-care practices.
- **Maintain accurate and timely records:** of contacts and other activities in accordance with the Each Client Records Policy.
- **Display and promote commitment, integrity and diligence:** in all aspects of work and decision-making.
- **Maintain confidentiality:** ability to develop respectful professional relationships, uphold confidentiality, and establish clear working boundaries.
- **Comply with relevant Each policies and procedures:** and program guidelines, including Each's Code of Conduct.
- **Engage in supervision and support activities:** to reflect on practice and receive guidance.
- **Engage in learning and development activities:** to continue building knowledge and skills relevant to the peer worker role.

## Skills

- Demonstrated ability to engage with others and work collaboratively.
- Highly developed communication skills and ability to form healthy relationships.
- Ability to promote a culture of hope and optimism by sharing lived experience of recovery.
- Demonstrated inclusive and non-judgemental approach.
- Ability to monitor own well-being, practise self-care, and seek support where necessary.
- Capacity for self-reflection and growth, including the ability to identify areas for self-development.

## Experience and Knowledge

- Personal experience of mental health challenges plus an awareness of how to draw on these learnings intentionally and purposefully to support others. Personal experience of alcohol and other drugs (AOD) misuse and/or family violence is also valued.
- Lived experience of the recovery journey.
- Personal experience with public and/or private mental health systems.

## Qualification/Registrations/Licences (*Mandatory only*)

- Enrolment in Certificate IV in Mental Health Peer Work.
- Current state-based driver's licence.

## Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to travel between Each locations.



## POSITION DESCRIPTION - Employee

### Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

#### Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

#### Employee Responsibilities

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

#### Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

#### Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

#### Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

#### Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

#### Key Selection Criteria

##### Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

##### Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

#### Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

#### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.