



POSITION DESCRIPTION	
Part 1 – Expectations	Employee
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 250 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>



Expectation of Employees

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

Employee Responsibilities

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets
- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

Quality:

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

Safety & Wellbeing:

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.



EACH Child Safe Commitment Statement:

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

Key Selection Criteria

Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.
- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the



right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.

- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



Part 2 – Addendum Coordinator: This document explains the work of the AOD Peer Worker and the outputs they will need to deliver

Position:	Peer Worker – Alcohol and Other Drugs (AOD) Perspective
Directorate / Service / Program:	Mental Health, Alcohol and Other Drugs (MHAOD)
Industrial Instrument Name:	EACH Social and Community Service Employees Enterprise Agreement
Instrument Classification:	Social & Community Services Employee Enterprise Agreement Level 3
Reports to:	Team Leader
Effective Date:	October 2024

Role Summary/Purpose

AOD Peer Workers draw on their own life-changing lived experience of AOD dependence, their ongoing recovery and healing, to support others.

We acknowledge the strength, courage, and unique insights of individuals with lived experience of alcohol and other drugs, and we believe that peer support plays a vital role in the recovery process.

AOD Peer Workers understand the critical need for connection and utilise their expertise to inspire others to find hope. They build relationships based on shared experiences, the stigma surrounding drugs and alcohol in the community, self-determination and empowerment. AOD Peer Workers provide an important resource for change.

This role is an advanced Peer Worker level position, where staff with lived experience, practice independently. They will understand the policies and processes in the area where they operate. They will prioritise their own work and use their experience to make decisions.

The WEAVE AOD Peer Worker will draw on their lived experience with substance use and mental health challenges to engage individuals facing multiple co-occurring issues, with a primary focus on alcohol and other drugs (AOD) and mental health. They will support service users on their recovery journey by providing one-on-one peer support, both onsite and through outreach, facilitating AOD recovery groups, and offering secondary consultation and education from an AOD perspective, including relapse prevention from a recovery-based approach.



The WEAVE AOD Peer Worker will actively participate in clinical reviews, assist with secondary consultations within the broader team, and play a key role in welcoming new referrals and shaping the culture of the Weave program. This role includes participating in monthly peer supervision sessions focused on AOD perspectives, operational supervision, and peer co-reflective practice groups to ensure AOD peer work aligns with best practices. Additionally, the Peer Worker's understanding of service users' needs, informed by their lived experience and AOD peer training, will complement the knowledge and skills of the clinical staff.

The role will also contribute to co-design and continuous improvement within the WEAVE program by providing feedback based on lived experience and service user input. Ongoing reflection and improvement of the WEAVE program, incorporating insights gained from both lived experience and service user feedback, is a key aspect of this role.

The WEAVE Team is part of the EACH and consists of a multidisciplinary group of clinicians with dual diagnosis capabilities, including those with lived experience. The team is supported by access to specialist resources and collaborates closely with other Mental Health and AOD programs within EACH and the broader community.

The team is resilient, welcoming, and equipped to manage complex cases. They adopt a 'no wrong door' approach, ensuring access for individuals with mental health, AOD, and other co-occurring needs. Their approach is holistic, recovery-focused, and responsive to the priorities and needs of service users.

The program is primarily based in Cranbourne, covering the LGAs of Casey, Cardinia and Narre Warren.

Key Deliverables

- Utilise AOD recovery principles & tasks to engage with service users and staff.
- Undertake the Intentional Peer Support training if not already completed.
- Form effective and empathic peer relationships by sharing personal lived experience including the impact of substance use, in a purposeful way; making deep connections with others; showing curiosity about worldview; forming mutual relationships; and moving towards a future of hope and possibilities.
- Uphold service users' perspective values and principles to build relationships which are recovery, strength, hope and possibility-focused.
- Provide one on one peer support to service users and facilitate AOD recovery groups.
- Guide, orientate and mentor any Peer Cadets/Trainees.
- Support people who 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 MHAOD services.
- Engage in professional development activities such as monthly individual AOD perspective peer supervision, monthly AOD peer reflective practice sessions, and other AOD peer training, and relevant conferences.
- Practice safe healthy boundaries and self-care.



- Comply with relevant EACH policy and procedures and program guidelines.
- Follow the EACH Peer Worker Practice guide and scope of practice.

Qualifications and skills

Skills

- Ability to draw upon personal experiences with AOD and mental health challenges to build rapport and provide empathetic support.
- Effective communication abilities, including the capacity to engage with clients who may be intoxicated or experiencing mental health crises.
- A broad understanding of recovery that encompasses various definitions and approaches, recognising that each client's recovery journey is unique.
- Comprehensive understanding of substance use, its risks, and interactions, as well as co-occurring mental health issues.
- Ability to work effectively within a multidisciplinary team, fostering collaboration and holistic care.
- Flexibility to provide support in both office settings and through outreach, adapting to the needs and availability of clients.
- Strong commitment to ethical practices, confidentiality, and the principles of mutual respect and understanding.

Experience and Knowledge

- Lived experience of AOD dependence and ongoing recovery.
- Good written and verbal communication skills.
- Good IT skills.

Qualification/s, Competencies and/or Licences

- Certificate IV AOD is a minimum requirement.
- Completion of a Criminal History Check and Working with Children Check prior to commencement of employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- Current State based driving licence.
- Highly Desirable:
 - Firsthand experience with AOD support services, such as detox programs, rehab centres, support groups, or drug and alcohol counselling.
 - A comprehensive understanding of both harm minimisation and abstinence approaches.
 - SHARC Peer Worker Training.
 - Understanding of family violence.
 - Understanding of trauma-informed care.
 - Understanding of and commitment to human rights and social justice.
 - Experience working in diverse communities.
 - Experience with group facilitation.

Physical Requirements:

- Able to sit at a computer for 6 – 8 hours per day
- Ability to travel between EACH locations
- Lift 3 kgs etc.