



## Position Description

# Mental Health Peer Workforce Leader

**Full Time/Part time negotiable 22.5 to 38 hrs/week)**

Fixed term ending June 2018 with possibility of extension.

### **Purpose of Position**

The Mental Health Peer Workforce Leader will be responsible for integrated support and coordination of the delivery of the Grand Pacific Health (GPH) Mental Health Peer Workforce services on a day to day basis. This position will play a key role in ensuring that the GPH Mental Health Peer Workforce:

- maintains a recovery-oriented focus and is successful in meeting consumer needs
- is integrated into service delivery systems including clinical systems and teams across GPH
- maintains clear scope of practice and role accountability within the teams across GPH

The Mental Health Peer Workforce Leader is responsible for positively influencing continuous improvement of the performance of the GPH Mental Health Peer Workforce and will act as a conduit for the sharing of information between management and team members. This position will work collaboratively with other team members to ensure the integration of mental health peer workforce initiatives across GPH services.

The Mental Health Peer Workforce Leader will work within GPH to provide open, appropriate and effective support to Mental Health Peer Workers and consumers in any of the GPH programs which include a peer workforce including:

- Recovery Mental Health Services
- Primary Mental Health Services
- Youth Mental Health Services and
- Other GPH programs as required

A lived experience of mental ill health and recovery and experience in Mental Health Peer Work is essential to the role. Essential qualities include

- Practical knowledge and understanding of issues experienced by people living with and recovering from mental illness and their families and carers
- Understanding of the role and functions of a peer worker within a mental health service and commitment to mentoring and supporting staff to succeed within this role
- Ability to establish relationships with a wide audience, including people with a lived experience, team leaders, managers and internal and external stakeholders
- Ability to work independently and as part of a team

The Mental Health Peer Workforce Leader will support the relevant team leaders and service managers in the ongoing monitoring, reporting and review of performance against the relevant funding contracts to ensure compliance against agreed objectives.

### **Decision Making**

- The Mental Health Peer Workforce Leader reports to the Recovery Mental Health Services Team Leader
- Consults with and makes recommendations to the Team Leader regarding the implementation of day to day activities and ad hoc initiatives including issues that exist for the Mental Health Peer Workforce across teams

- Identifies problems and collates information to develop appropriate responses, including the implementation of solutions
- Makes recommendations to the Team Leader regarding decisions outside delegated authority.

### **General Accountabilities**

The Mental Health Peer Workforce Leader is accountable for:

- supervising employees to function as an effective team including clearly defining roles and responsibilities, open communication processes and ongoing performance monitoring
- demonstrating self-management including acting as a role model, seeking feedback to enhance performance and actively identifying opportunities for development
- demonstrating leadership in the workplace by ensuring the organisation's standards and values are maintained, providing a clear sense of purpose and direction and fostering a positive and high performing culture
- building and maintaining positive internal and external relationships with key stakeholders
- ensuring a safe and healthy workplace is maintained by implementing organisational policies and procedures, consulting workers and addressing identified risks
- ensuring compliance with relevant regulatory and legal issues relevant to the organisation
- operating within the formal delegations framework of the organisation and in accordance with organisational policies and procedures

### **Key Responsibilities**

- Provide supervision, direction and advice to Mental Health Peer Workers and their managers in the day to day operations of their role by:
  - Providing practice supervision
  - Responding to the queries of Mental Health Peer Workers including Code of Conduct, role boundaries, referral opportunities and service solutions
  - Role-modelling behaviours appropriate as a senior staff member including positive time management solutions and accountability of performance
  - Coaching and mentoring Mental Health Peer Workers in the responsibilities of their role
  - Promoting achievement of outcomes and monitoring of progress against measures of success
- Forge strong links with clinical staff, team leaders and managers across GPH programs to better enable a high quality consumer experience
- Lead through influence the Mental Health Peer Workforce within the organisation to obtain optimum outcomes. This includes, but is not exclusive to coordinating regular meetings/discussions and training opportunities for Mental Health Peer Workers.
- Provide input into the development of policy and procedures related to the delivery of quality and safe Mental Health Peer Workers service delivery
- Prepare reports and other required documentation
- Work Health and Safety responsibilities as identified in organisational policies and procedures
- Equity and diversity responsibilities as identified in organisational policies and procedures

### **Selection Criteria**

#### **Essential:**

1. Substantial experience in, and understanding of Mental Health Peer Work
2. Tertiary qualifications in Mental Health Peer Work or willingness to work toward same
3. Demonstrated ability to clearly communicate expectations and supervise guide, mentor and develop staff
4. Ability to lead staff and cultural change through the use of influence
5. Strong organisational skills including the ability to prioritise work, manage multiple tasks and competing priorities and meet deadlines including through the use of ICT solutions

6. Current unrestricted drivers licence and willingness to travel as part of the role

**Additional Information**

GPH is an inclusive workplace - People with a disability, people who identify as Aboriginal and/or Torres Strait Islander and people from culturally and linguistically diverse backgrounds are strongly encouraged to apply

Conditions of employment: National Employment Standards and relevant Modern Award  
Employment Contract  
GPH policies and procedures  
National Criminal Record Check and other probity checks

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As the incumbent of this position, I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_