

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Peer Work Placement Coordinator</b>
<b>Award Classification:</b>	<b>Lived Experience Level 3</b>
<b>Award / Agreement Name:</b>	<b>Victorian Public Mental Health Services Enterprise Agreement 2020-2024</b>
<b>Position Reports to:</b>	<b>Manager of Capability &amp; Innovation – Lived Experience Workforce</b>

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## **1. POSITION PURPOSE**

The Peer Work Placement Coordinator coordinates and administers our work placement program for students of the Certificate IV in Mental Health Peer Work across Eastern Health's mental health services. This designated Lived Experience leadership role encompasses daily operations for the Student Placement Program, and supports students and peer supervisors throughout the placement journey. Reporting to the Manager Capability & Innovation – Lived Experience Workforce, the Peer Work Placement Coordinator also collaborates with the Lived Experience leadership team and external training providers to deliver best-in-class learning experiences and student outcomes.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

- Collaborate with training providers, Lived Experience leadership, and operational leads to create meaningful and supportive student placement experiences.
- Coordinate the Student Placement Program day-to-day, including reviewing student applications, managing compliance through the Placeright database, coordinating rosters and activities, delivering student orientation, and resolving or escalating challenges.
- Support students and peer supervisors throughout the placement journey with individual and group supervision, co-reflection opportunities and strength-based feedback.
- Ensure effective and timely communication with students, team members, our partnering training providers, and other internal and external stakeholders
- Develop systems and processes to ensure the Student Placement Program is responsive, effective and sustainable
- Track program outcomes, ensure compliance with national training requirements and Eastern Health policy, maintain accurate records, and contribute to ongoing program evaluation and improvement.
- Identify innovation opportunities, and support the Student Placement Program to expand into new areas of our service
- Promote the Student Placement Program within Eastern Health, with training providers, and across the sector through a variety of channels and engagements

## **3. SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without 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 your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, particularly those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

## **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based.

## **5. QUALITY**

As a staff member of Eastern Health, staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

## **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## 7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

INCUMBENT STATEMENT

I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

#### Essential

- Cert IV Mental Health Peer Work
- Lived experience of your own mental health challenges, or experience supporting a family member or loved one living with mental health challenges
- Substantial experience providing mental health peer work as part of a Lived Experience Workforce
- Strong passion for empowering lived experience students and early-career peer workers
- Ability to develop and facilitate engaging information and training sessions
- Excellent interpersonal, written and verbal communication skills, with the ability to engage diverse stakeholders
- Highly organised and adaptable, able to prioritise tasks, problem-solve creatively, and manage multiple priorities in a dynamic environment
- Highly proficient in Microsoft Office Suite, and confident using a range of technologies and programs
- Ability to work autonomously and seek support as required

#### Highly desirable

- Previous experience in student supervision or peer supervision
- Previous experience working with TAFEs/RTOs as a trainer and assessor, or in a design, auditing or administrative capacity
- An understanding of competency-based training and/or VET training packages
- Cert IV Training and Assessment, or other TAE qualifications
- Experience with project management/coordination
- Intentional Peer Support core training, or willing to obtain

#### Aboriginal & Torres Strait Islander Candidates

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.*

*An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)*