



## POSITION DESCRIPTION

### 0.8 FTE Peer Placement Officer

**Employment framework: Social and Community Services (Western Australia) Interim Award Level 5.1**

#### **ABOUT THE ROLE:**

The Peer Placement Officer unites aspiring peer workers and organisations in a common purpose: creating a Peer workforce with the capabilities, skills and experience needed to contribute to a sector that delivers the best outcomes for the WA community.

The Peer Placement Officer will meet with Certificate IV Mental Health Peer Work students and other training participants to discover their goals, experience, learning support needs and what makes a placement right for them. Working closely with the Peer Workforce Development Coordinator and the Learning Development Manager, the Peer Placement Officer will identify, develop and structure placement opportunities that meet the requirements of the student, the Registered Training Organisation (RTO), and the organisation.

#### **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 to meet Peer sector and organisational goals.
- **Collaborative:** A demonstrated commitment to working collaboratively and constructively with others including consumers, their families/carers, staff, sector partners, RTOs, students/participants and Peer organisations across the Lived Experience (Peer) sector.
- **Creative and inquisitive:** Capacity to contribute to developing and evaluating innovative approaches with new and fresh ideas and a positive approach.
- **Organized and Structured:** Demonstrated ability of solid time-management, organisation and prioritisation skills.
- **Leadership and initiative:** A demonstrated ability to proactively take carriage of specific tasks, programs and projects and to exercise sound judgement in seeking feedback and direction, particularly as it relates to conversations with RTOs and Peer placement organisations.

#### **BRIEF STATEMENT OF DUTIES / PERFORMANCE AREAS**

##### **A. PROGRAM DEVELOPMENT AND DELIVERY**

- Find, plan and coordinate Peer Placements by drawing on CoMHWA's extensive existing Lived Experience (Peer) network and their own networks to maintain and develop partnerships within the mental health, alcohol and other drugs, family, domestic and sexual violence, homelessness/housing support, disability, LGBTQIA+SB, youth work, and perinatal services Lived Experience sector.

- Support students and participants through the lifecycle of mandatory work placement: intake, prepare students for the workplace through orientation workshops, match students and organisations, support the student and the organisation during the placement period and assist students with the transition out of placement and their future in the peer workforce.
- Work collaboratively with the RTOs and organisations to ensure success for students and organisations.
- Be the first and main point of contact for both students and placement organisations.
- Support all students to overcome barriers to participation, including those from priority populations (First Nations, people with disability, LGBTQIA+ people, and those from culturally and linguistically diverse backgrounds).
- Support placement opportunities for participants engaged in CoMHWA's ASPIRE program.
- Coordinate resources to ensure organised and consistent documentation is given to students, participants and organisations.
- Build and maintain relationships with key stakeholders in the Peer Workforce.
- Identify how organisations can translate their plans for engaging the future peer workforce into reality.
- Assist with offering incentives to organisations, including free training and helpful resources to assist placement organisations to support and integrate peers into their teams.
- Maintain a student/participant, organisational and RTO database through the Learning Management System.
- Prepare placement packs for students and organisations.

#### **B. QUALITY IMPROVEMENT**

- Participate in ongoing evaluation and quality improvement activities and programs in CoMHWA.
- Participate in professional and performance development programs as required.

#### **C. GENERAL**

- Identify and progress opportunities to maximise longer-term sustainability, outcomes and impact of CoMHWA activities.
- 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.
- Perform other duties as required by the CEO or their delegate.

#### **REPORTING RELATIONSHIP**

This position reports to the Learning Development Manager.

## SELECTION CRITERIA

### 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.
- Previous experience in the Lived Experience (Peer) sector, with demonstrated relationships with Peer organisations.
- Excellent interpersonal, written and verbal communication skills, including strong attention to detail.
- Demonstrated understanding of Vocational Education and Training (VET) training packages, training processes and work placement requirements.
- Strong time management and organisational skills, with the ability to manage competing demands and meet deadlines.
- Demonstrated proficiency in the use of Microsoft Office Suite, Outlook, and TEAMS

### DESIRABLE

- Experience in student placement and VET administrative processes.
- Tertiary or vocational qualifications in social sciences, humanities, community development or related field, and/or relevant experience.
- Certificate IV in Training and Assessment (or willingness to obtain).
- Certificate IV in Mental Health Peer Work.
- Experience with a Learning Management System

***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 Western Australian Drivers Licence;
- National Police Certificate;
- Working with Children Check

## POSITION TYPE / REMUNERATION

### POSITION TYPE AND TERM

Position type: Contract  
Position term: Fixed term to 30<sup>th</sup> June 2027

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

<b>FTE for this position:</b>	0.8
<b>Hours per fortnight:</b>	60

### REMUNERATION

Salary: Level 5.1-5.3 SACS award  
Superannuation As per legislative requirements

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. Fringe Benefits Tax exempt salary sacrifice is available on approval from the Executive Director to a maximum of \$30,000 grossed up per annum.

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