



North Metropolitan Health Service  
**Job Description Form**

**HSS REGISTERED**

**Peer Work Coordinator**  
**Health Salaried Officers Agreement: Level G4**  
**Position Number: 602024**  
**Adult Mental Health Program**  
**Adult Program Directorate**

**Reporting Relationships**

Executive Director  
 Award Level: HSO Class 2  
 Position Number: 005333



Area Director, Clinical Services  
 Award Level: MP Year 1-9  
 Position Number: 707820



**This Position**



- ← Also reporting to this supervisor:
- Program Manager (4.0 FTE)
  - Nurse Director (2.0 FTE)
  - Head of Service (1.0 FTE)
  - DBT Clinical Psychologist Coordinator (1.0 FTE)
  - Peer Work Coordinator (1.0 FTE)
  - Performance Review Coordinator (1.0 FTE)
  - Senior Clinical Planning Officer (1.0 FTE)
  - Senior Project Officer (2.0 FTE)
  - Administrative Coordinator (1.0 FTE)
  - Administrative Officer (1.0 FTE)
  - Administrative Assistant (1.0 FTE)

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	•

**Prime Function / Key Responsibilities**

Assists with the coordination of the operations of the Peer Work function across the Adult Mental Health Program. Participates in the recruitment, training and development of the Peer Workforce and with the formulation of individual development plans and performance appraisals. Ensures that reporting of peer support activities and appropriate administrative records for the Peer Work function are developed and maintained.

**Brief Summary of Duties (in order of importance)**

**1. Role Title**

- 1.1 Coordinates the operations of the peer work function under the supervision of the Area Director, Clinical Services, monitors peer work services and outcomes and undertakes evaluation and reporting.
- 1.2 Participates in the recruitment, training and development of the peer workforce and with the formulation of individual development plans and performance appraisals.
- 1.3 Guides peer workers by monitoring activities and providing information regarding patient's rights and services.
- 1.4 Liaises and attends meetings with mental health professionals across the Adult Mental Health program to ensure quality peer work services are maintained and developed to relevant standards.
- 1.5 Maintains and develops appropriate knowledge and information records for the Peer Work function in compliance with policy and procedures.
- 1.6 Develops and implements activity based information including presentations to staff, patients, consumers and the community.
- 1.7 Maintains knowledge of the service delivery model of coordinated care to actively contribute to the teams and creatively contribute to improvement activities, including internal audit activities.

**2. Leadership**

- 2.1 Demonstrates effective leadership, decision making qualities and participates in the effective functioning of the peer work function.

**3. NMHS Governance, Safety and Quality Requirements**

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities and the ACHS National EQUIP cycle in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 3.7 Conducts activities in compliance with the National Mental Health Standards.

**4. Undertakes other duties as directed.**

# Peer Work Coordinator | Level G4 | Position Number: 602024

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated lived experience as a primary consumer of mental health services and understanding the challenges of living with a mental illness.
2. Ability to self-manage one's own condition and to demonstrate strategies for maintaining good emotional and physical wellbeing that can be shared.
3. Understanding of peer support, self-determination, Person Centred Care and the concept of consumer recovery.
4. Knowledge of the mental health system with experience in hospital admissions.
5. Well-developed communication, interpersonal and relationship building skills.
6. Ability to guide, train and develop peer work employees.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Willingness to develop peer work skills by undertaking formal courses of study.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Manager/Supervisor

Name:  
Signature/HE:  
Date:

### Dept./Division Head

Name: Karen Kyriakou  
Signature/HE:  
Date: 14 March 2018

### Position Occupant

Name:  
Signature/HE:  
Date: