

Statement of Duties

Position Title: Peer Worker	Position Number: Generic	Effective Date: November 2017
Group and Unit: Tasmanian Health Service (THS) - Mental Health and Statewide Services		
Section: Mental Health Services	Location: South, North, North West	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Fixed-Term	
	Position Type: Part-time	
Level: 5	Classification: Health Services Officer	
Reports To: Team Leader		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- Use lived experience of mental illness and recovery experience to share experiential knowledge, skills and strategies for living with mental illness to foster the consumer's ownership of their physical health, including engagement with health services (general practice and specialist services) and healthy lifestyle activities (e.g. physical activity, diet and smoking cessation support).
- As part of the Mental Health Team, provide outcome focused, recovery orientated services to clients of the mental health service.
- Operating within a mental health recovery framework, assist consumers of mental health services in inpatient and community settings to develop hope, choice, self-determination and social connectedness.
- Under the direction and supervision of the Mental Health Team the role is responsible for assisting individuals in navigating the mental health system, and accessing internal and external supports, and provides opportunity for peer learning through the provision of non-clinical support that compliments clinical care.

Duties:

1. Act as a positive role model for consumers by using personal experience of recovery to share information, skills and strategies to assist the individual's recovery journey.
2. Assist in discussion, planning and problem solving within the recovery framework as a member of a multidisciplinary team.
3. Assist in discharge planning and implementation for clients, including completion of wellness and recovery plans, assisting in a smooth transition into community rehabilitation and/or recovery programs and community life.

4. Support the rights of people affected by mental health problems and mental disorders and those of their family members and/or carers, maintaining their privacy, dignity and confidentiality.
5. Assist in the planning and implementation of effective interventions, using specific recovery experience to share experiential knowledge, skills and strategies for living with mental illness, provide information and act as a support person in the health system.
6. Provide one-to-one peer and group mentoring and support information about community resources and services to consumers, through their recovery journey from inpatient to community mental health services under the supervision of Case Managers.
7. Maintain documentation and administrative records, related data and confidentiality of client information in keeping with Agency policy to ensure accountability, assist with the evaluation process and comply with legal and policy requirements.
8. Maintain knowledge and understanding of relevant policies and procedures in relation to peer support in mental health.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

The Peer Worker will work under the general supervision of the Team Leader, or delegate. The occupant will:

- Assist the Case Managers in relation to work with specific consumers.
- Liaise and receive support from Community Sector Consumer/Peer Worker networks.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Personal experience of mental illness and use of clinical mental health services.
- Current Driver's Licence.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 - I. Conviction checks in the following areas:

- a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 - e) serious traffic offences
2. Identification check
 3. Disciplinary action in previous employment check

Desirable Requirements:

- Certificate IV in Mental Health Peer Work or willingness to work towards the same.

Selection Criteria:

1. Ability to use lived experience of mental illness to promote recovery outcomes for clients of mental health services.
2. Demonstrated understanding of peer work best practice.
3. Ability to communicate and develop rapport with people living with mental illness, and related service providers.
4. Ability to mentor people with a lived experience of mental illness.
5. Ability to work collaboratively within a multidisciplinary clinical team.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS

and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.