

## PEER WORK PLACEMENT COORDINATOR

MAY 2025

orygen

### POSITION SUMMARY

Location:	Parkville/Orygen Recovery /headspace Centres		
Functional area:	Strategy and Engagement		
Classification/ Salary:	Social, Community, Home Care and Disability Services Industry Award 2010, Social and Community Services Employee, Level 4 + 11.5% super + access to \$15,900 NFP salary packaging		
Job level:	2		
Reports to:	Head of Lived Experience		
Employment type:	Part time (0.8 FTE)		
Employment length:	24-month contract		
Direct reports	0	Indirect reports	Peer Work Placement Students (rotating)

### POSITION PURPOSE STATEMENT

The Peer Work Placement Coordinator is a lived experience leadership role which will manage and administer the Pilot Placement Program for students of the Certificate IV in Mental Health Peer Work within Orygen's clinical services. This includes within Orygen's Youth Prevention And Recovery Centre (YPARC), as well as across the Orygen run headspace centres. This role involves coordinating student placements, providing orientation and supervision, and ensuring the smooth operation of the program across Orygen's services.

The Peer Work Placement Coordinator will collaborate with the Orygen Knowledge Translation team and Peer Work/Lived Experience Trainers to ensure the placement program meets the learning and competency needs of Certificate IV in Mental Health Peer Work students. The Peer Work Placement Coordinator will also work closely with the Peer Work Coordinator to ensure that placement students feel well integrated and supported alongside existing Youth and Family Peer Workers within Orygen's YPARC and headspace centres.

#### About Policy and Engagement

Orygen's Policy and Engagement team delivers on a range of agreed strategic initiatives that assist with Orygen's advocacy, engagement and participation with key stakeholders including the mental health sector, youth sector, education and employment sectors and young people.

### REVOLUTION IN MIND

## POSITION FOCUS

	Key responsibility area	Percentage
1	Program Coordination	40%
2	Supervision and Support of Placement Students	30%
3	Stakeholder Engagement	30%
4	Reporting and Evaluation	10%

## POSITION KEY RESPONSIBILITY AREAS

### 1. Program Coordination

- Work closely with the Head of Lived Experience to lead the development and coordination of the Peer Work Placement Program within Orygen services.
- Coordinate the application and recruitment process for Peer Work student placements.
- Develop and implement orientation programs to Orygen services for Peer Work students in accordance to peer work approaches and principles.
- Travel to Orygen Recovery and Orygen headspace services to provide in-person support to placement students and services when required.
- Ensure compliance of Pilot Placement Program with program requirements and competencies required as part of the Certificate IV in Mental Health Peer Work curriculum.
- Ensure the Pilot Placement Program is delivered in accordance to the Orygen Lived Experience Workforce Framework.
- Foster a culture within the program that values lived expertise as a unique and valuable form of knowledge.
- Seek opportunities within Orygen to identify opportunities for additional areas of work to host placements.

### 2. Supervision and Support

- Provide individual supervision and support to students throughout the duration of their placements with Orygen.
- Facilitate regular co-reflection sessions with students, promoting mutual learning and growth.
- Monitor Peer Work placement students' progress through the program and provide feedback using a strengths-based approach.
- Support students to complete placement documentation in line with Certificate IV requirements.
- Ensure the attendance of students to required orientation and placement sessions in allocated services.
- Create a supportive learning environment for students to enable their growth in peer work practices.

### 3. Stakeholder Engagement

- Support engagement with internal and external stakeholders, including training providers, placement site management, and the Lived Experience Branch.
- Develop and implement resources for Orygen staff to understand the goals and outcomes of placement students.
- Coordinate placement rotations and opportunities at Orygen with other lived experience leadership roles such as the Youth Peer Work Coordinator, and the Family Peer Work Lead.

- Coordinate with placement site management and staff to ensure a positive and supportive student experience during their placement.
- Maintain effective communication with all stakeholders involved in the Pilot Placement Program.

#### 4. Reporting and Evaluation

- Prepare regular reports on program progress and outcomes for internal monitoring and the Placement Steering Group.
- Participate in the continuous improvement of the program alongside the Head of Lived Experience.
- Ensure accurate record-keeping and documentation of the program and operating transparently and with accountability.

### EDUCATION/QUALIFICATIONS

Essential:	<ul style="list-style-type: none"> <li>• Personal lived experience of mental ill health and an understanding, ability, and willingness to use this lived experience within their work.</li> <li>• Certificate IV in Mental Health Peer Work or Intentional Peer Support (IPS) Core Training or a willingness to complete either.</li> </ul>
Desirable:	<ul style="list-style-type: none"> <li>• A qualification in Training and Assessment</li> <li>• Consumer Perspective Supervision Training</li> </ul>

### EXPERIENCE / SKILLS

Essential:	<ul style="list-style-type: none"> <li>• A minimum of two years' experience working in a lived experience role.</li> <li>• Demonstrated experience in providing peer support in a mental health setting.</li> <li>• Demonstrated experience providing peer work supervision and support to peer workers.</li> <li>• Knowledge of, and commitment to upholding peer work principles and practices.</li> <li>• Ability to empower students and new peer workers to foster an environment of growth and proactive learning.</li> <li>• High level interpersonal skills, including the ability to liaise effectively with a diverse range of people, families and stakeholders.</li> <li>• Capacity and willingness to conduct training and group programs alongside staff, young people, and families, carers and supporters.</li> <li>• Capacity to problem solve effectively, engage and work creatively with other staff and young people.</li> <li>• Highly organised, with the ability to work independently and prioritise work tasks.</li> <li>• High level written and verbal communication skills including the ability to develop resources and training for Peer Work placement students.</li> <li>• A commitment to working with a diverse range of people and upholding inclusive practice within the workplace.</li> <li>• An understanding of youth mental health and the importance of lived/living experience involvement.</li> <li>• Able to work across multiple priorities and adjust to changing needs in a fast-paced environment.</li> </ul>
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Desirable:	<ul style="list-style-type: none"> <li>• Experience in delivering peer work or working in a lived experience role within a Youth Mental Health service.</li> <li>• Familiarity with early intervention approaches found in youth mental health services.</li> <li>• Experience with or knowledge of group leadership and/or facilitation.</li> </ul>
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## KEY RELATIONSHIPS

Internal:	<ul style="list-style-type: none"> <li>• Head of Lived Experience</li> <li>• Youth Peer Work Coordinator</li> <li>• Orygen RTO team members</li> <li>• Placement Steering Group (PSG) members</li> <li>• headspace Centre Service managers</li> <li>• YPARC Coordinator</li> <li>• Lived and living experience workforce</li> </ul>
External:	<ul style="list-style-type: none"> <li>• Certificate IV in Mental Health Peer Work training providers</li> <li>• Students and their training teams.</li> <li>• Lived experience leadership in other services delivering peer work placement programs.</li> </ul>

## SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> <li>• Unrestricted right to live and work in Australia.</li> <li>• A current National Police Check will be required.</li> <li>• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.</li> <li>• You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.</li> <li>• A current Australian driver's license.</li> <li>• In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.</li> <li>• Occasional out of hours, evening and/or weekend work may be required.</li> </ul>
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## SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

<p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none"> <li>• Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.</li> <li>• Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.</li> <li>• Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.</li> <li>• Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.</li> <li>• You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.</li> </ul>
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## ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]