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## **JOB AND PERSON SPECIFICATION**

### **Senior Project Officer**

#### **Lived Experience Workforce Program**

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#### **1. The MHCSA**

The Mental Health Coalition of SA (MHCSA) is a peak body for mental health in SA. The MHCSA vision is that all South Australians affected by mental illness are receiving the support they need to live well in the community. The MHCSA has played a key role in supporting the workforce development needs of the non-government mental health workforce for over 10 years.

This position will be the project resource for the Department of Innovation and Skills Pathways to Peer Work Project (DIS Project) and provide operational support to the NGO Lived Experience Workforce Program (LEWP), which supports the growth and development of the Lived Experience Workforce in the non-government mental health sector. This position is subject to funding.

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1. Summary of the broad purpose of the position in relation to the organisation's goals
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The Senior Project Officer — LEWP and Pathways to Peer Work Project, is responsible for the operational delivery of the DIS Pathways to Peer Work Project, under the direction and support of the Manager, LEWP (“the Program Manager”). The Senior Project Officer will also work with the Program Manager, LEWP to deliver outcomes within the LEWP.

The Position is part time 0.8FTE until 30<sup>th</sup> June 2021 with potential extension, subject to funding. Remuneration will be in accordance with the SCHADS Award Level 6.

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#### **2. Reporting/Working Relationships**

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The Senior Project Officer — LEWP and Pathways to Peer Work Project reports to and receives direction from the Program Manager, LEWP.

1. External Relationships:

- LEWP Reference Group
- People with a lived experience of mental illness
- Non-government organisations
- Office of the Chief Psychiatrist

- SA Mental Health Commission
  - Relevant Registered Training Organisations
  - Regional and private mental health service organisations
  - Other state and national mental health service jurisdictions
  - Other State Government departments as required
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### 3. Special Conditions

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- The incumbent will uphold the values and objectives of the MHCSA.
  - The incumbent may be required to enter into an annual performance agreement for the achievement of specific or service or project outcomes.
  - A driver's licence and willingness to drive is essential.
  - The incumbent will be required to pass Police and Working With Children Checks.
  - The position is 0.8FTE until June 30<sup>th</sup> 2021 with potential extension subject to funding.
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### 4. Statement of Key Outcomes and Activities

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2. Supported by the Program Manager, deliver Orientation to Peer Work Program training to support entry into the Certificate IV in Mental Health Peer Work course and the non-government Lived Experience Workforce, for people interested in becoming Lived Experience Workers.
3. Supported by the Program Manager, develop training for Peer Supervisors and participate in pilot delivery and evaluation of the training.
4. Supported by the Program Manager, provide peer supervision to participants who train and gain employment in the NGO mental health sector through the Pathways to Peer Work Project.
5. Work with the Senior Officer, Policy and Projects MHCSA to conduct sector consultation and engagement and facilitate employment opportunities as part of the Pathways to Peer Work Project.
6. Supported by the Program Manager, lead the LEWP Reference Group in co-design/co-production of all elements of the work of LEWP.
7. Represent the non-government mental health sector at SA mental health lived experience forums.
8. Work with the Program Manager to promote and encourage implementation of the Standards and Guidelines for the NGO Mental Health Lived Experience Workforce within the non-government mental health sector and support the sector to implement the Standards and Guidelines.
9. Work with the Program Manager to establish and maintain lived experience and non-government organisation networks.

10. Provide up-to-date information to the non-government mental health sector relevant to employers and people interested in becoming Lived Experience Workers, including options for pre-employment training and support.
11. Promote work experience and accredited and non-accredited training opportunities for people interested in becoming Lived Experience Workers, including the development of information resources regarding pre-employment training and support.
12. Work with the Program Manager to implement the mental health lived experience supervision framework, support MHCSA fee-for-service Peer Supervisors and develop and deliver peer supervision training, to promote opportunities for lived experience career development.
13. Supported by the Program Manager, provide peer mentoring to Lived Experience Workers within the non-government mental health sector as required.
14. Work with the Program Manager to work with the non-government sector in building its capacity to support the development of the mental health Lived Experience Workforce, including provision of professional development for Lived Experience Workers and their leaders and encouraging uptake of the Certificate IV in Mental Health Peer Work.
15. Collect data and provide reports regarding the development of the mental health Lived Experience Workforce within non-government organisations.
16. Other duties as reasonably directed by Program Manager, Lived Experience Workforce Program, MHCSA.

## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS

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#### Educational/Vocational Qualifications

- Certificate IV in Mental Health Peer Work and experience in a designated Lived Experience consumer or family/carer role within the NGO sector, or
  - Certificate IV in Mental Health and significant experience in a designated Lived Experience consumer or family/carer role within the NGO sector, and willingness to undertake the Certificate IV in Mental Health Peer Work.
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#### Personal Abilities/Aptitudes/Skills

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1. Demonstrated commitment to, empathy for, and appreciation of, the sensitivities of mental health consumers, carers and other stakeholders.
2. Highly developed self-management skills.
3. Proven ability to think innovatively, and to resolve problems.

4. Demonstrated ability to establish and maintain working relationships with a wide range of people.
5. Highly developed written and verbal communication skills, including the ability to consult, negotiate and resolve conflict.
6. High level interpersonal skills that foster trust and cooperation and a proven ability to work effectively and with integrity.
7. Demonstrated ability to work in a co-design environment as a significant participant or facilitator.
8. Ability to take responsibility for the development and delivery of non-accredited training, under supervision of the Program Manager, LEWP.
9. Demonstrated ability to exercise judgment and determine priorities.
10. Ability to work autonomously and as a member of a team.
11. Demonstrated organisation skills and capacity to follow through on tasks.

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## Experience

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1. Lived expertise as a mental health consumer or carer of someone experiencing mental distress, ability to articulate and demonstrate personal recovery and highly developed wellbeing self-management skills.
2. Experience in working collaboratively with a broad range of relevant stakeholders.
3. Experience in the implementation and evaluation of projects and/or programs.
4. Experience in training and/or group facilitation to gain insight, influence direction and resolve problems.
5. Experience in working within a designated lived experience role within the NGO sector.

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## Knowledge

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1. Understanding of and empathy for the consumer and/or carer experience in mental health services, including human rights, health, wellbeing and family relationships, especially in the area of social and emotional wellbeing.

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## DESIRABLE CHARACTERISTICS

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## Educational/Vocational Qualifications

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1. Tertiary qualifications in a relevant discipline and/or extensive community experience
  2. Certificate IV TAE
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