

## POSITION DESCRIPTION

<b>Position Title:</b>	Peer Support Worker Lead - Alcohol & Other Drug (AOD)
<b>Business Unit/Department:</b>	Addiction Medicine
<b>Division:</b>	Drug Health Services
<b>Award/Agreement:</b>	Health Professionals (Vic Public Health Sector) Single Interest EA 2021 - 2026
<b>Classification:</b>	Community Development Grade 2A (XU19)
<b>Reports To:</b>	Manager - Addiction Medicine
<b>Direct Reports:</b>	AOD Peer Support Workers
<b>Date Prepared/Updated:</b>	2 May 2025

### Position Purpose

The Alcohol and Other Drug (AOD) Peer Support Worker Lead provides leadership, mentorship, and guidance to a team of AOD Peer Support Workers who use their lived experience of AOD use and recovery to support others on their recovery journey. This role collaborates with clinical and non-clinical staff and seeks to ensure high-quality peer support services are integrated across the broader service and delivered in a trauma-informed, culturally safe, and recovery-oriented manner.

This role will also include a 0.4FTE direct client support component. The key function of this role is to develop authentic connections with clients by offering companionship, empathy and empowerment so as to promote a sense of hope and safety and a belief in personal control.

This role may be based across different Western Health sites as required.

The ideal candidate will have firsthand experience with addiction recovery, exceptional leadership skills, and a passion for supporting others on their recovery journey as well as having a deep understanding of the Intentional Peer Support Framework.

### Business Unit Overview

Drug Health Services is one of the most diverse specialist agencies in Victoria for the management of substance use, providing a range of residential and non-residential community and hospital-based alcohol and other drug treatment programs.

The service caters to people across the development lifespan, with youth and adult programs, as well as specialist programs for women and for people with co-morbid AOD and mental health care needs.

As well as community AOD programs, we offer Addiction Medicine Services to the community and within the Western Health hospital in-patient network.

### Our Vision

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<p>The service is committed to harm reduction as a guiding principle of practice, enabling clients to determine the pace and type of change they are seeking. This takes place within a robust governance environment, where treatment options are evidence-based and matched to presenting need.</p>
<p><b>Key Responsibilities</b></p>
<p><b>Leadership &amp; Team Support:</b></p> <ul style="list-style-type: none"> <li>• Provide supervision, mentoring, and day-to-day support to the Peer Support Worker team.</li> <li>• Lead the recruitment, onboarding, and training of new Peer Support Workers.</li> <li>• Promote professional development and wellbeing within the team.</li> <li>• Model best practices in peer work and uphold peer values such as mutuality, empathy, and empowerment.</li> <li>• Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience.</li> <li>• Stay abreast of best practices and emerging trends in peer support services to continually enhance program effectiveness.</li> </ul> <p><b>Service Delivery &amp; Coordination:</b></p> <ul style="list-style-type: none"> <li>• Coordinate the delivery of peer support services across Drug Health Services programs and sites.</li> <li>• Ensure peer support practices are person-centred, strengths-based, and aligned with harm reduction principles.</li> <li>• Support the development and review of peer support tools, group programs, and resources.</li> <li>• Demonstrate a commitment to Western Health's 'Best Care' framework.</li> <li>• Participate in all relevant operational and clinical meetings, committees and working groups.</li> <li>• Inform the development and improvement of relevant healthcare models, policies, procedures and guidelines.</li> <li>• Participate in clinical reviews, supervision, reflective practice, professional development, and any other relevant mechanism to support professional growth and ensure best care is provided.</li> </ul> <p><b>Client Support:</b></p> <ul style="list-style-type: none"> <li>• Provide person-centred support to clients in collaboration with existing treatment plans and support networks and structures.</li> <li>• Inform clients of appropriate supports available, support informed decision making and empower clients to advocate for their own care.</li> <li>• Ensure clients receive information in an appropriate and accessible format.</li> <li>• Ensure clients are aware of their rights and responsibilities and how to provide feedback.</li> <li>• Escalate any concerns relating to the health of an individual being supported by the program.</li> </ul> <p><b>Collaboration &amp; Advocacy:</b></p> <ul style="list-style-type: none"> <li>• Build strong working relationships with clinical teams, community partners, and service users to promote the value of lived experience.</li> <li>• Advocate for the voice and rights of people who use drugs or are in recovery.</li> <li>• Support consumer participation and feedback initiatives.</li> </ul> <p><b>Quality, Risk &amp; Evaluation:</b></p> <ul style="list-style-type: none"> <li>• Monitor service delivery quality and contribute to continuous improvement.</li> <li>• Support data collection, outcome measurement, and reporting related to peer support activities.</li> <li>• Ensure work is carried out in line with organisational policies, privacy, safety, and ethical guidelines.</li> </ul> <p>In addition to the key responsibilities specific to your role, you are required to deliver on the <a href="#">WH AH Capability Framework</a> and the <a href="#">Key Organisational Accountabilities</a> which are aligned with the Western Health strategic aims.</p>
<p><b>Key Working Relationships</b></p>
<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Service colleagues</li> <li>• Leadership and management</li> </ul>

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- Drug Health employees, including but not limited to AOD Peer Support Workers
- Western Health staff

**External:**

- Individual clients
- Relevant Community programs
- Department of Health

## Selection Criteria

**Essential:**

- Lived experience of AOD use and of accessing public AOD services as well as a demonstrated period of personal recovery or harm reduction.
- Have completed the Intentional Peer Support training or other relevant education/training.
- Experience in providing peer support in a health or community setting.
- Demonstrated leadership capabilities, including mentoring or supervising peers.
- Strong understanding of the AOD sector, recovery principles, harm reduction, and trauma-informed care.
- Excellent communication and interpersonal skills, with the ability to engage with diverse communities.
- Knowledge of professional boundaries, self-care strategies, and emotional resilience.
- Commitment to the values of inclusion, diversity, and cultural safety.

**Desirable:**

- Additional relevant qualifications in peer work (e.g., Certificate IV in Mental Health Peer Work or AOD).
- Experience working in multidisciplinary teams.
- Familiarity with program coordination, evaluation, and reporting.
- A current Victorian driver's license.

## Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

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## General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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