



Position Description

Position Title	Peer Cadet
Division / Team	Client Services/ Mental Health and Counselling Team.
Reports to	Lived Experience Lead
Agreement / Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
Classification	Level 2
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Date Approved	April 2026

About Ballarat Community Health Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles Address health inequity and inequality
Improve the health and wellbeing of our community
Have impact and be sustainable

Values	Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
	Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural and linguistic backgrounds and financial status.

Position Summary

Reporting to the Lived Experience Lead, the Lived Experience Peer Cadet is a paid employment opportunity to undertake the Cert IV in Mental Health Peer Work and develop knowledge, skills, and confidence in a structured and supported environment.

The Lived Experience Peer Cadet will use their own lived experience and professional expertise to share their skills and learning, increase problem solving capabilities, and provide emotional support, information and practical assistance to others in a way that is tailored to meet the needs of individuals. Within a relationship of mutuality and information sharing, the Lived Experience Peer Cadet will promote choice, self-determination, and greater opportunities.

Principal Areas of Responsibility

- Grow your understanding, experience and knowledge in relation to working in a community health environment
 - Actively participate in supervision, reflective practice and evaluation of the program
 - Promote and advocate for the role both internally and externally
 - Participate in networking across the region and state to represent BCH and our regional area.
 - Complete required education and qualifications within the period of the peer cadetship
 - Commitment to self-care and self-reflection
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Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
 - Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
 - Continuing education to keep abreast of changes
 - Mental Health workers will work within a strengths based, recovery focused framework
 - Mental Health workers will be guided by the National Standards for Mental Health Services
 - This is a non-clinical role, working closely with the clinical team. Therefore, ensuring boundaries regarding role are closely maintained
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Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
- Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
- Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times
- Work within professional boundaries and relevant scope of practise at all times
- Maintain relevant professional registration
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
- Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
- Participate in compulsory BCH training programs
- Ensure that client and staff confidentiality is respected and upheld at all times
- Attend and actively participate in meetings as required
- Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values

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- Participate in performance development plans and supervision
 - Participate in the organisation's continuous quality improvement programs and activities
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Qualification requirements

- Provide evidence of enrolment and undertaking of the Certificate IV in Mental Health Peer Work
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Key Selection Criteria

1. Experience:

- A lived or living experience of mental illness, mental health treatment, and demonstrated experience of recovery

2. Interpersonal Skills:

- Proven ability to provide excellent service to clients, staff and general community members
- Effective oral and verbal communication skills, including the ability to show empathy and patience towards clients and staff, speak clearly, listen, consult with others and adapt communication style to meet the need of others
- Ability to actively listen whilst working directly with clients and or families
- Ability to establish respectful professional relationships that have clear boundaries with clients, staff and partner organisations
- Demonstrated ability to engage a diverse range of people using a non-judgemental approach
- Can take direction as and when require.

- **3. Written Communication:**

- Strong written communication and report writing skills

- **4. Computer Skills:**

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

- **5. Organisational Skills:**

- Ability to prioritise workloads, conflicting tasks and manage deadlines
- Proven ability to use initiative to solve problems
- Evidence of balancing work and personal challenges whilst maintaining the requirements of the role, including being reliable and punctual

- **6. Alignment with BCH values:**

- Ability to align with the BCH values in all areas of work.
 - A demonstrated commitment to the principles of recovery and self-empowerment
 - Resilience, including the ability to adapt and respond to change and cope with challenges
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Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
- BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
- The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
- The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
- The successful applicant will be required to obtain and maintain a valid NDIS Working Screening Check whilst employed in this position.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.

- BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
 - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
 - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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