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POSITION DESCRIPTION

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| Role Title | **Eating Disorders Coordinator** |
| Reports to | **Recovery Support Services Manager** |
| Roles reporting into this role | **Peer Support Facilitators** |
| Purpose of the Role | Butterfly offers local, recovery-orientated, community-based support services, both for people experiencing and recovering from an eating disorder, and for those caring for someone with an eating disorder. The purpose of the Eating Disorders Coordinator role is to coordinate national delivery of Butterfly’s Recovery Support Services. The exact responsibilities of the role may vary from region to region, depending on what other services exist in the region, and what areas of the community are being targeted.  **Hobart Location**  The Eating Disorders Coordinator will grow and deliver Butterfly’s Recovery Support Services in Tasmania, using a peer workforce model that both complements and strengthens the existing peer workforce in Tasmania. These services will be targeted to support Tasmanians living with a diagnosed eating disorder or disordered eating, and to those who care for them. The Tasmanian workforce will also deliver online services to Australians living in other States and the role of the Coordinator is to ensure ongoing seamless delivery of both face to face services (in Tasmania) and virtual services to those in other States.    The Eating Disorders Coordinator will develop and facilitate extensive local community engagement in and collaboration around eating disorders. The Eating Disorders Coordinator will achieve this through the development of localised health professionals networking forums; and the provision of counselling, information, referrals, support and education to people with eating disorders and their families. This role will recruit and train peer workers in the locality who will then also provide support, counselling, referrals and education to people with eating disorders and their families.  Reporting to the Recovery Support Services Manager, this position is part of the Butterfly Clinical and Support Services team. |
| Accountabilities and Responsibilities | **Stakeholder engagement and network development**   * Develop and maintain strong professional relationships with health service providers, health professionals and consumer and carer groups in Tasmania. * Coordinate local collaboration of services and individual practitioners to address eating disorders, through formal networking and shared resources and skills or referral pathways and pathways. * Identify and address local needs, particularly regarding the building of local health practitioners’ knowledge, confidence and ability to find evidence-based resources, support and guidance.   **Eating disorders counselling, support and psychoeducation**   * Deliver a peer workforce-based service model which includes counselling, information, referrals, support and education to people with eating disorders and their families. * Provide information on eating disorders to health professionals, health services and interested members of the community. * Coordinate access to introductory eating disorders education to groups and individual health professionals on a flexible basis to meet local needs.   **General**   * Ensure uninterrupted service delivery across all RSS programs. * Lead/participate in regular case review meetings with team of peer support facilitators, team clinical supervisor, and RSS Manager to ensure safe and effective service delivery. * Support RSS manager to conduct program evaluation, data collection and reporting for quality improvement and service development purposes in line with Butterfly’s clinical governance framework. * Support Manager to report data related to service delivery, incident management and escalation to the Butterfly Safety and Quality Committee. * Ensure that appropriate clinical and non-clinical records are set up and maintained in an accurate and timely manner and safely stored in line with privacy and health record management requirements. * Regularly and proactively communicate with manager and with other areas of Butterfly such as HR and Marketing as needed. * Participate in training, informal and formal, and maintain currency of professional knowledge and skills through continuing professional development. * Assist with other duties commensurate with the role as required. |
| Selection Criteria | To be successful in this position, the post-holder will need to be able to demonstrate the essential qualifications, skills and knowledge listed below. In addition, the desirable skills, knowledge and behaviours listed will be beneficial to success in this position.  **Essential Skills/Knowledge**   * Qualifications: Tertiary qualifications in psychology, counselling, mental health nursing, social work or similar, plus registration or provisional registration with a professional body (e.g. AHPRA, PACFA). * Experience working with people with eating disorders and their carers, and other complex mental health presentations. * Experience in case management for people with mental health conditions, including development of care plans and participating in case review/supervision. * knowledge of best practice principles for the counselling and support needs of people with eating disorders. * A clear understanding of professional boundaries, confidentiality and privacy principles and practices. * Experience in support group or therapy group facilitation within a community health framework, with demonstrated ability to manage difficult and challenging group dynamics. * Ability to respond quickly and competently in the event of a crisis contact (e.g. suicide ideation, self-harm, medical emergency). * Experience in developing and maintaining relationships with health professionals and other key stakeholders and in setting up and maintaining strong professional networks * Demonstrated ability to be thorough, methodical and organised with regard to record keeping and associated administrative tasks. * Must hold a full (unrestricted) Australian driver’s licence and have access to a reliable car for work-related travel when required. * Ability to undertake out of hours work and travel within the region and interstate as required, including occasional short stays away.   **Desirable Skills/Knowledge**   * A solid understanding of working within a peer workforce model. * A good understanding of other mental health conditions commonly co-morbid with eating disorders and direct experience providing support and referrals with respect to these areas. * Experience working in the not-for-profit sector. |
| Other requirements | **At all times:**   * Conduct yourself in a professional manner. * Strive to act in accordance with the vision, mission and objectives of Butterfly and to do all possible to assist Butterfly in achieving its aims. * Follow Butterfly’s policies and procedures. * Follow/participate in occupational health and safety measures. * Act considerately around the workplace and have regard for the well-being of fellow staff, volunteers and our service users. * It is a requirement of all positions at Butterfly that the person has a Working With Children Check clearance (pass). * It is a requirement that all clinically qualified employees submit proof of registration with a recognised professional body on commencement with Butterfly and undertake to keep Butterfly informed of any changes to their registration. * All our clinical staff are expected to have the ability to eat in a healthy, relaxed, flexible manner in the company of others, and to model an appropriate relationship with food. |

BUTTERFLY

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| Overview | Butterfly Foundation is the national charity for all Australians impacted by eating disorders and body image issues, and for the families, friends and communities who support them. Butterfly changes lives by providing innovative, evidence-based support services, treatment, and resources, delivering prevention and early intervention programs, and advocating for the needs of our community. |
| Vision | All people in Australia can live free of eating disorders and negative body image. |
| Mission | We work to prevent eating disorders and body image issues from occurring, to ensure that the best possible treatments are available, and that appropriate care and support is there for those affected. |
| Values | Compassion | Commitment | Collaboration | Initiative | Excellence | Integrity |
| Goals and Priorities | **Goal 1 – Reduce stigma and increase help seeking**   * Listen to, amplify, and advocate for the voice of lived experience * Increase public awareness and understanding * Grow our digital presence   **Goal 2 – Work to prevent eating disorders from developing**   * Deliver accessible evidence-based information and support * Deliver and expand whole of school (5-18 years) based education * Collaborate on innovative service offerings in universal prevention and early intervention   **Goal 3 – Improve treatment and support**   * Establish evidence for residential treatment as a component of the eating disorder system of care in Australia * Implement and evaluate programs and services which address gaps in care * Assess gaps in the system of care and advocate for change to address them   **Enabler 1 -** Improve and maintain high employee engagement  **Enabler 2** - Diversify funding sources  **Enabler 3** - Strengthen government relations  **Enabler 4** - Improve operational effectiveness (systems & processes)  **Enabler 5** - Maintain and improve service excellence  **Enabler 6** - Embed diversity and inclusion principles across the organisation |

Butterfly acknowledges Aboriginal and Torres Strait Islander people as Australia’s first people and traditional custodians.

Butterfly is committed to embracing diversity and welcomes all people irrespective of body shape and size, ethnicity, faith, age, sexual orientation and gender identity. More information about our commitment to reconciliation, diversity and inclusion is available here: <https://butteffly.org.au/who-we-are/reconciliation-inclusion/>.