## Eating Disorder Peer Workforce GuidelinesAppendix D: Sample position descriptions

These two position descriptions are offered as a guide only.

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| Role Title | Peer Mentor |
| Reports to | Manager, Peer Support Programs |
| Purpose of the role | The primary purpose of this role is to provide hope for recovery and peer support through 1:1 mentoring with adults who are being supported by an eating disorders treatment team. The role aims to provide safe, supportive and recovery-focused peer support, drawing on your lived experience of recovery from an eating disorder and your commitment to safely sharing your own experience and knowledge of eating disorders and related issues such as managing self-stigma, shame, fear and ambivalence to:* Help participants to set, review and achieve recovery goals (such as meal planning, grocery shopping or developing new interests)
* Support participants to access other forms of information and support, including community engagement and creative activities Support participant motivation and skill development, including assisting participants to prepare to re-engage with activities such as study, work or other independent activities.
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| Accountabilities and responsibilities | * Undertake induction and training in the organisation’s Lived Experience Practice Framework, including any professional development as required
* Work collaboratively with the Manager to ensure uninterrupted service delivery for provision of mentoring to participants.
* Appropriately and safely draw on own experiences with regard to the participant’s motivation and goals, collaborating with the participant to identify their strengths and individual support needs
* Keep accurate and up to date records of contact with program participants, including progress against self-directed objectives.
* Assist in reporting data around engagement to the Manager along with feedback on outcomes and on any significant issues.
* Assess for warning signs and red flags and escalate if needed
* Attend team meetings and regular de-briefing and supervision
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| Selection criteriaSelection criteria | Essential* Lived experience of an eating disorder.
* Recovery from an eating disorder (minimum of two years).
* An understanding of eating disorders and disordered eating, body image and related issues and of their impact on the individuals
* Understanding of the role of professional treatment, including how multidisciplinary teams operate
* Well-developed interpersonal and communication skills with a caring and empathetic approach and ability to establish rapport.
* Insight and understanding of the wide range of issues that are commonly present for people with eating disorders and their families/partners and caregivers, including knowledge of risk and protective factors.
* A clear understanding of professional boundaries, confidentiality, privacy principles and practices.
* An understanding of common co-morbid conditions with eating disorders and an ability to provide support and referrals as needed.
* A commitment to the value of peer support within mental health recovery and a good understanding of best practice principles for supporting those with an eating disorder
* An understanding of the value of self-care and ability to enact own self-care strategies in times of stress

Desirable* Prior experience in providing 1:1 peer support in a mental health or community health context.
* Able to meet relevant NEDC core competencies as per the National Practice Standards for Eating Disorders
* Experience in a similar not-for-profit or charitable NGO environment.
* Qualification in mental health and/or peer work
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| Other requirements | At all times:* Conduct yourself in a professional manner.
* Have exceptional interpersonal relationship skills and a positive attitude
* Strive to act in accordance with the vision, mission and objectives of the organisation
* Follow the organisation’s policies and procedures.
* Adhere to the organisation’s Child Safe Policy and contribute to a culture of child safety
* Follow/participate in occupational health and safety measures.
* Act considerately around the workplace and have regard for the wellbeing of fellow staff, volunteers and service users.
* It is a requirement of all positions that the person has a Working With Children Check clearance (pass) and Police check.
* All staff should be aware of and actively uphold the organisational values
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| Role Title | Peer Support Facilitator (Carer) |
| Reports to | Manager, Carer Support Team |
| Purpose of the role | The primary purpose of this role is to provide hope for recovery and peer support through various activities working directly with people currently caring for a loved one, family member, partner or friend experiencing an eating disorder. The role aims to provide safe, supportive and recovery-focused environments, drawing on your lived experience of being a carer to facilitate support. Our group-based programs provide: * Information about eating disorders, the recovery process and how to manage the stress of caring for someone with an eating disorder
* Skills to better relate to a loved one and how to foster a recovery-orientated environment
* An opportunity for carers to know they are not alone, receiving support and hope from, and offering support and hope to, other members of the group.
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| Accountabilities and responsibilities | * Work collaboratively with the Manager to ensure uninterrupted service delivery for provision of carer support groups and programs.
* Appropriately and safely share and discuss common experiences with group and program participants, assisting to initiate, establish and maintain supportive relationships within the groups.
* Co-facilitate group programs, including delivery of education and awareness activities.
* Keep accurate and up to date records of attendance at support groups, individual mentorships, health records, and programs facilitated.
* Work collaboratively with internal and external services that support carers as required
* Assist in reporting data around engagement and service usage to the Manager along with feedback on outcomes and on any significant issues.
* Attend team meetings and supervision with a supervisor.
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| Selection criteria |  Essential* Lived experience of caring for someone with an eating disorder.
* Peer support facilitators who have experienced caring for a person with an eating disorder who has been recovered for at least 18 months.
* An understanding of eating disorders and disordered eating, body image and related issues and of their impact both on the individual experiencing the issue and, on their families, friends partners and other carers.
* Well-developed interpersonal and communication skills with a caring and empathetic approach and ability to establish rapport.
* Insight and understanding of the wide range of issues that are commonly present for people with eating disorders and their families/partners and caregivers.
* A clear understanding of professional boundaries, confidentiality, privacy principles and practices.
* An understanding of common co-morbid conditions with eating disorders and an ability to provide support and referrals as needed.
* A good understanding of best practice principles for supporting those with or caring for someone with an eating disorder.

Desirable* Prior experience in providing peer support or facilitating groups in a mental health or community health context.
* Previous participation in an eating disorder carer peer support program
* Able to meet relevant NEDC core competencies as per the National Practice Standards for Eating Disorders
* Experience in a similar not-for-profit or charitable NGO environment.
* A qualification in peer support, such as Intentional Peer Support or a Certificate IV in Peer Support.
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| Other requirementsOther requirements | At all times:* Conduct yourself in a professional manner
* Have exceptional oral communication skills, interpersonal relationship skills and a positive attitude
* Strive to act in accordance with the vision, mission and objectives of the organisation
* Follow the organisation’s policies and procedures.
* Adhere to the organisation’s Child Safe Policy and contribute to a culture of child safety
* Follow/participate in occupational health and safety measures.
* Act considerately around the workplace and have regard for the wellbeing of fellow staff, volunteers and service users.
* It is a requirement of all positions that the person has a Working With Children Check clearance (pass) and Police check.
* All staff should be aware of and actively uphold the organisational values
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