

POSITION DESCRIPTION

Position Title	Peer Mentor in Justice
Program	Peer Projects
Award	Social, Community, Home Care and Disability Services Award 2010 Classification: Level 3
Employment basis	Casual
Reports to	Peer Services Coordinator
Responsible to	Peer Projects Manager
Location	Various, as rostered
Hybrid/onsite	Off-site
Date of Review	30 April 2025

About SHARC

Established in 1995, SHARC is a community of people impacted by alcohol, drugs and gambling, including family, friends and supporters. Together, we work towards an Australian society where our communities' lived expertise is at the heart of inclusive communities, services, and systems.

Our Vision: Lived expertise is at the heart of inclusive communities and services, where people proudly share their experiences and support each other in a society free of stigma and discrimination.

Our Purpose: We transform lives, services and society through our community's lived experience of alcohol and other drugs, gambling and related harms. We create change by being ourselves, supporting one another, telling our stories, sharing our knowledge, advocating and building allyships.

SHARC places a priority on a positive, supportive, and productive work environment. Our services operate within an empowerment framework which maximises clients' and volunteers' opportunities for self-responsibility, mutual support and participation.

We transform lives, services and society through our community's lived experience of alcohol and other drugs, gambling and related harms.

People with lived and living experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

SHARC is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development.

About the Program

Peer Projects believe in the value of lived experience, one peer helping another, at all levels of the service system. Since its establishment, SHARC's practice and service delivery has been underpinned by peer support.

We are the lead sector resource for peer activities and peer workforce development, working alongside the Department of Health to support the growth, development and sustainability of Victoria's AOD peer workforce. We focus on state-wide capacity building of peer support activities, and the development of the AOD peer workforce discipline.

SHARC provides peer mentor support to participants in the following court programs:

- The Children's Court of Victoria Family Drug Treatment Court (FDTC) in Broadmeadows and Shepparton
- The Magistrates Court of Victoria's Drug Court in Melbourne, Dandenong, Ballarat and Shepparton
- The County Court of Victoria's Drug and Alcohol Treatment Court

Position Objectives

A Peer Mentor in Justice utilises their direct lived experience of the justice system, a lived experience of alcohol and other drugs and recovery to form effective and emphatic peer relationships by appropriately sharing personal lived experience and understanding of:

- the impact of alcohol and other drugs
- navigating the justice system
- accessing services
- their direct experience of recovery and personal change processes

As a Peer Mentor in Justice you will provide direct, one-on-one and group support to program participants. Working within the court's facilities alongside other Peer Mentors in Justice and Court staff, you will have ready access to help and support from the SHARC Peer Services Coordinator by phone, email and regular site visits from senior staff. Your role is to positively mentor participants whilst they are going through the program, offering genuine empathy, understanding and practical support.

This is a designated AOD lived experience role.

Position Responsibilities

1. Peer Support and Participant Engagement

- Provide individual support to program participants through the lens of lived experience with alcohol and other drugs and the justice system.
- Assist participants in identifying and working towards personal recovery goals using practical, participant-centred strategies.
- Deliver in-person and phone-based one-on-one support and facilitate peer support groups at various court program locations utilizing the SHARC peer worker model suite of resources including peer worker training and peer group facilitation.

- Participate in approved group facilitation, including the delivery of peer-specific educational content from a lived experience perspective.
- Attend weekly court hearings to provide peer support to participants.
- Participate in approved activities with participants as part of the recovery and support process.

2. Participant Advocacy, Coordination and Administration

- Manage a participant caseload, including scheduling appointments and planning sessions independently.
- Support participants to effectively advocate for themselves to ensure that their needs are recognised and met within the program.
- Receive confidential referrals and initiate timely contact with allocated participants.
- Maintain accurate records by completing activity notes for each participant and submitting them to the Peer Services Co-ordinator after each shift.
- Provide clear disclosure statements to participants to establish expectations, boundaries, and the scope of the peer role.

3. Risk Management and Ethical Practice

- Identify and respond to participant risks, escalating issues appropriately while upholding duty of care and confidentiality, whilst maintaining professional and ethical boundaries.
- Operate within a clearly defined scope of practice in line with organisational policies and procedures.
- Disclose any identified conflicts of interest at the earliest opportunity to the Peer Services Co-ordinator.
- Maintain physical and emotional safety of self and program participants.
- Ensure all peer work is aligned with the Victorian AOD Lived Experience discipline framework and the Peer Mentors in Justice Guidelines.

4. Collaboration and Stakeholder Engagement

- Develop and maintain effective relationships with participants, court staff, and external support services to encourage engagement and continuity of care.

5. Professional Development and Team Contribution

- Work autonomously in the field and actively participate in scheduled supervision as well as incidental support and guidance.
- Attend regular team meetings, supervision sessions, and organisational planning forums.
- Engage in ongoing professional development and contribute to the review and evaluation of program delivery and outcome

Key Working Relationships

Internal:	External:
Other Peer Mentors in Justice	Magistrates Courts Victoria staff
Peer Services Co-ordinator	Drug Court Program participants
SHARC staff and volunteers	Other services providers
SHARC Executive	

Selection Criteria

Key Selection Criteria:

1. Lived Experience and Peer Perspective

- Demonstrated lived experience of recovery from alcohol and other drug use and involvement with the justice system, with the ability and willingness to use this experience to support and empower others.
- Ability to share lived experience in a purposeful, professional, and appropriate way that fosters trust, hope, and connection with participants.

2. Participant Advocacy, Support and Engagement

- Demonstrated ability to provide individual and group-based peer support, including assisting participants in setting and working toward personal recovery goals.
- Demonstrated experience in effectively advocating in the interests and needs of service users.

3. Communication and Relationship Building

- Demonstrated interpersonal and communication skills, with the ability to build respectful, non-judgemental relationships with diverse individuals and work collaboratively with court staff, external services, and internal teams.
- Experience setting clear role boundaries and communicating the purpose and scope through disclosure statements and consistent engagement.
- Demonstrated ability to use electronic systems to accurately record peer notes in a timely manner.
- Experience using Microsoft Outlook or similar.

4. Risk Awareness and Ethical Practice

- Understanding of, and ability to work within; professional boundaries, privacy/confidentiality principles, and duty of care requirements.
- Capacity to identify and respond to participant risks appropriately, including escalating concerns when necessary.

5. Autonomy and Accountability

- Ability to manage a personal workload independently, including caseloads, appointments, session planning, and timely record-keeping.

6. Group Facilitation and Education

- Experience or confidence in facilitating peer support groups and/or delivering peer-led education sessions to support participant engagement and recovery.

7. Commitment to Reflective Practice, Ongoing Learning and Team Contribution

- SHARC highly values new ideas and ways of working. It is expected that Peer Mentors in Justice will see opportunities for improvement and that feedback is welcome.
- Willingness to participate in the essential requirements of regular supervision, reflective practice, team meetings, and professional development activities.
- Ability to contribute to continuous improvement, evaluation, and feedback processes within a supportive team environment.

Current Victorian Driver's Licence (preferred)

Additional Requirements

All employees are required to:

- Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates.
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with SHARC in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.
- 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 SHARC.
- 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 SHARC management. SHARC is committed to child safety and is a Child Safe organisation
- Be aware of and comply with the SHARC Code of Conduct

- Participate in mandatory training requirements to support the delivery of a safe and effective service
- Have valid working rights to work in Australia.
- Have a genuine desire to support young people on the road to recovering their power in other own life.

General Information

- New employees at SHARC are subject to a 6-month probation period.
- Employment terms and conditions are provided in accordance with SCHADS Award.
- Salary Packaging is available in accordance with current legislation.
- SHARC is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- Under the Accident Compensation Act, it is the applicant's duty to advise SHARC of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- 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.
- SHARC reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Redeployment to other services or sites within SHARC may be required.

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

Employee Name:

Employee Signature:

Date:

Approved by Chief Executive Officer (signed):