



POSITION DESCRIPTION

Position:	IPS Australia Hub Worker – 1 day per week 0.2 FTE
Program Area:	Peer Projects
Agency:	Self Help Addiction Resource Centre Inc. (SHARC)
Hours:	1 day per week – (7.6 hrs – 0.2 FTE)
Duration of the position:	12 month contract (possible extension)
Salary:	Dependent on experience and qualifications. Salary packaging options available

INTRODUCTION

SHARC – The Self Help Addiction Resource Centre (SHARC) promotes self-help approaches to recovery from severe alcohol and drug related issues. SHARC provides opportunities for individuals, families and communities affected by addiction and related problems to recover and achieve meaningful, satisfying and contributing lives. SHARC works with families, individuals and young people to provide housing, education, advocacy and family support.

SHARC provides a confidential telephone helpline and web-based information services; community based training programs and support groups across Victoria, in metro, regional and rural areas; a peer based residential program for young people; a consumer advocacy service for treatment service users; and training for health and welfare workers. Our team consists of people with the combination of lived experience and professional qualifications and expertise. All our programs are significantly supported by volunteers.

SHARC's programs and services include: • Residential Peer Programs (RPP) • Family Drug Help (FDH) • Peer Projects • Association of Participating Service Users (APSU)

IPS - Intentional Peer Support (IPS) is an international organization that trains people in the practice of peer support. The IPS framework is used to build mutual support in communities, human services programs, and peer-run initiatives across the globe. While central operations (IPS Central) are based in the United States, IPS have trained hundreds of people over the past decade throughout Australia to practice and teach IPS.

SHARC houses the IPS Australia Hub and is working with IPS to sustain and evolve IPS operations in Australia. The IPS Australia Hub sits under Peer Projects at SHARC, IPS being an alternative approach that enriches localized peer support and peer work models.

PEER PROJECTS - At Peer Projects we 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. Peer Projects is the lead sector resource for peer activities and peer workforce

development, working alongside the Department of Health and Human Services (DHHS) to support the growth, development and sustainability of Victoria's AOD peer workforce. Peer Projects focuses on state wide capacity building of peer support activities, and the development of the AOD peer workforce discipline.

POSITION OVERVIEW

The IPS Australia Hub Worker will work to sustain and evolve IPS operations in Australia. Growing IPS in Australia is a multi-faceted approach with tasks and goals that will change over time. The worker will be able to initiate and collaborate with the changing needs and evolution of IPS Australia, will be trained and practicing IPS and will be a keen advocate for the IPS framework. The role requires high level administrative and coordination skills, strength in networking and stakeholder engagement as well as exemplifying the principles of IPS.

DUTIES AND RESPONSIBILITIES

- Proactively creating opportunities for IPS training throughout Australia for practitioners of peer support and human services workers
- Coordinating and planning IPS trainings nationwide
- Overseeing IPS trainings delivered by designated IPS Trainers
- Maintaining databases of IPS practitioners and trainers
- Overseeing printing and distributing IPS-related books and materials
- Creating networks for IPS Australia practitioners and trainers to communicate
- Collaborating with IPS Central and SHARC to develop IPS Australia materials so they are inclusive, and sector- and culturally-relevant
- Collaborating with IPS Central to create an IPS Australia website and media
- Submitting quarterly reports and payments to IPS Central
- Provide information to enquirers regarding IPS and IPS training opportunities
- Other duties as required

KEY SELECTION CRITERIA

- Lived experience of giving and receiving peer support in the AOD and/or Mental Health field.
- Core IPS Training certification
- Tertiary qualification in a relevant field.
- Demonstrated high level administrative and project coordination skills
- Proven interpersonal, communication and problem solving skills with the ability to build effective relationships and liaise with people from diverse backgrounds
- Well-developed written and communication skills.
- Knowledge of the alcohol and other drug sector, mental health sector and other allied health sectors
- Solid understanding of the concepts underpinning peer support and peer work
- Demonstrated computer skills including Microsoft office applications
- Demonstrated capacity to work independently and take initiative.

- A current Victorian driver's license.

OTHER INFORMATION

- An offer of employment will be subject to the satisfactory clearance of a criminal records check

APPLICATION PROCESS

Please apply by emailing your resume and cover letter to hpickard@sharc.org.au

Applications close January 30th 2019 5pm