

POSITION DESCRIPTION

Position Title	Project Worker - Empowering Recovery - The Loving Life and Life Administration (LLALA) Initiative
Program	SHARC's Recovery Support Services (RSS) program Loving Life and Life Administration (LLALA) Initiative
Award	Social, Community, Home Care and Disability Services Industry Award 2010
FTE	0.4 FTE
Reports to	Manager Residential Peer Programs
Location	SHARC, 140 Grange Rd, Carnegie VIC 3163
Hybrid/onsite	Onsite. Hybrid/flexible arrangements may be considered
Employment Type	Fixed Term for 12 months
Date of Review	1 st August /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

The Loving Life and Life Administration (LLALA) initiative is a new project of our Recovery Support Services (RSS) program, designed to equip young people with essential life skills, resources, and information to navigate the complexities of independent living. By providing access to crucial documents, education, and support, LLALA empowers participants to rebuild their lives and successfully reintegrate into society.

Our RSS program is committed to helping young people under 25 recovering from alcohol and drug dependency. Our services include case management, counselling, and peer support, primarily through our residential program, with ongoing assistance through the Day Program. Many of our participants face significant challenges, including involvement in the criminal justice system, mental health issues, and histories of trauma, homelessness, and family violence.

Position Objective

The LLALA initiative will deliver hands-on support to help young people overcome the barriers they face in areas such as obtaining identification, navigating systems (taxation, Centrelink, education), securing employment, managing finances, and more. The program will include personalized assistance, group sessions, and collaborations with external partners to ensure long-term success and integration into the community.

Program Timeline:

Phase 1: Development (Month 1)

Finalize project design and partnerships, hire dedicated staff, and begin co-production with participants.

Phase 2: Delivery (Months 2-10)

Provide individualized support, facilitate group sessions, and continue program adjustments based on participant feedback.

Phase 3: Review & Reporting (Month 11-12)

Conduct a program review, gather data, and compile insights for future iterations.

Impact Measures:

Quantitative: Number of participants, sessions, and partner organizations involved.

Qualitative: Participant satisfaction surveys, feedback, and self-reported progress.

Long-term: Participants' success in navigating key life systems (employment, housing, education).

Program Reach:

The LLALA initiative will primarily serve the 90-100 young people graduating from SHARC's RSS program annually, with potential for expansion to other participants facing similar challenges.

Position Responsibilities

Participant Support: Provide tailored assistance to individuals, helping them navigate systems such as identification, taxes, and housing, while building confidence and self-reliance.

Program Facilitation: Coordinate weekly LLALA sessions, ensuring topics align with participants' needs (e.g., resume writing, managing fines, obtaining a driver's license).

Partnership Development: Build and sustain relationships with external stakeholders (TAFE, legal aid, apprenticeships, etc.) to ensure participants access necessary services. Work with the CEO and management team to establish MOUs with values aligned organisations.

Co-Design & Feedback: Work closely with participants to co-design the program's content and structure. Gather ongoing feedback to refine and enhance the program.

Administrative Support: Assist with scheduling, documentation, and reporting, tracking progress of individual participants and the overall program.

Key Working Relationships

Internal:	External:
Residential Peer Programs	TAFE training facilities
Association of Service users	Legal aid Apprenticeship bodies Readiness for work programs
SHARC staff and volunteers	VAADA
SHARC Executive	Centrelink
Consumer advisory committee.	Housing programs such as Launch

Selection Criteria

Key Selection Criteria:

Lived expertise of navigating systems essential to life in recovery.

Experience with Youth and Education: Proven experience in working with young people (ideally under 25) who face challenges such as addiction, criminal justice involvement, trauma, and mental health issues.

Program Development Skills: Ability to design, implement, and manage programs, including the ability to co-create content with participants based on their needs.

Strong Communication Skills: Effective interpersonal skills with the ability to communicate sensitively and respectfully with individuals who may have complex life experiences.

Partnership Building: Experience in developing and managing partnerships with external organizations and services to deliver a holistic approach to support.

Problem-Solving: Ability to identify barriers faced by participants and develop creative solutions to help them overcome these challenges.

Cultural Competency and Empathy: A demonstrated commitment to supporting diverse and marginalized groups, with the ability to work with young people from various backgrounds and with varying levels of need.

Administrative and Reporting Skills: Strong organizational and administrative skills, including the ability to track program outcomes and report on progress.

Knowledge and strong navigation skills of systems relevant to young people (e.g., Centrelink, legal aid, housing) and firsthand experience of the challenges of navigating these systems.

Desirable Skills:

Experience in the social services or youth sector, with an understanding of the impact of trauma and substance abuse.

Qualifications in social work, youth work, education, or a related field.

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.
- Hybrid working arrangements may be negotiated with the CEO in accordance with SHARC policy. The role is based onsite, however, some flexibility can be considered.
- 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):