POSITION DESCRIPTION

Position Title	**Peer Mentor**
Program	Peer Mentors in Justice
Award	*Social, Community, Home Care and Disability Services Industry Award 2010* (SCHADS) Level 3, plus access to salary packaging (up to $15,900 per annum)
Reports to	Manager, Residential Peer Projects
Location	140 Grange Road, Carnegie. Ballarat and other court locations.
Hybrid/onsite	Onsite
Employment Type	Maximum Term, Part-time
Date of Review	30/10/2026

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 community's lived expertise is at the heart of inclusive communities, services, and systems. We create change by being ourselves, supporting one another, telling our stories, sharing our knowledge, advocating and building allyships.

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.

SHARC places a priority on a positive, supportive, and productive work environment. Our services operate to maximise everyone's opportunities for self-responsibility, mutual support and participation.

About the Programs

Peer Mentors in Justice provide direct, one-on-one and group support to Court participants within the Victorian justice system. Drawing on their lived experience, they positively mentor participants whilst they are going through the program, offering genuine empathy, understanding and practical support.

SHARC provides peer mentor support to participants in the following 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

Peer Mentors utilise their lived experience of the justice system, alcohol and other drug use and recovery to support participants undertaking a therapeutic court program.

Peer Mentors provide one-on-one and group support within the Court's facilities alongside other Peer Mentors and Court staff 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

- 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.
- Co-facilitate peer support groups at various court program locations
- Attend weekly court hearings to provide peer support to participants.
- Participate in approved activities with participants as part of the recovery and support process.
- 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.
- Maintain accurate records by completing activity notes for each participant and submitting them to the Peer Services Co-ordinator after each shift.
- Operate within a clearly defined role in line with SHARC policies and procedures, Court requirements and program guidelines
- Develop and maintain effective relationships with participants, court staff, and external support services to encourage engagement and continuity of care.

Selection Criteria

Essential Criteria:

- 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.
- Strong interpersonal and communication skills, with the ability to build respectful, non-judgemental relationships with diverse individuals
- Ability to use electronic systems to accurately record peer notes in a timely manner.
- Ability to manage a personal workload independently, including caseloads, appointments, session planning, and timely record-keeping.

Desirable criteria:

- Completion of SHARC Peer Worker Training or other relevant training

Key Working Relationships

Internal:	**External:**
Manager, Residential Peer Services and Justice Programs	Program participants
Program Coordinator and other peer Mentors	Partner organisations and service providers
Lived experience, corporate and support teams	Courts, justice agencies and legal services
Other SHARC teams and staff	

Additional requirements

All employees are required to:

- Have valid working rights in Australia.
- Obtain an employee Working with Children Check prior to commencement.
- Obtain a nationally accredited National Police Check (NPC), arranged for the preferred candidate.
- Obtain an International Police Check if the person has worked overseas for more than 12 months in the previous ten years. This check will be arranged for the preferred candidate.
- Be aware of and comply with relevant policies and guidelines, including SHARC's Code of Conduct.
- Participate in mandatory training requirements to support the delivery of a safe and effective service.
- Participate in supervision and associated professional development and performance activities.

General Information

- New employees at SHARC are subject to a six (6)-month probation period.
- Employment terms and conditions are provided in accordance with the *Social, Community, Home Care and Disability Services Industry Award 2010* (SCHADS Award) and salary packaging is available in accordance with current legislation.
- SHARC is an equal opportunity employer and is committed to providing its employees with a work environment that is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- 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 an 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.