



Position Description

Job Title:

Community Worker – Rainbow Families Peer Support Program

Reporting to:

Executive Officer

Location:

This is a Work from Home position with requirements to run meetings and training sessions in community environments.

Purpose of the position –

The Rainbow Families Peer Support Program will offer peer to peer support to new LGBTQ+ parents, as well as LGBTQ+ parents new to the Rainbow Families Community. The Project Coordinator will finalise the program details, launch the program and then coordinate the program for six months before evaluating the effectiveness and sustainability of the program. The role has full responsibility for the Peer Support Program including planning, co-ordination, implementation and administration.

Responsibilities & Accountabilities

Key Responsibility Area 1 –

Finalise the development of the Peer Support Program

- Finalise the development of the Peer Support Program policies, procedures and work program
 - Develop a project plan that sets priorities and timelines
 - Establish the most appropriate operational methods for the Peer Support Program
 - Exercise judgment and initiative where procedures are not clearly defined;
- Operate as a specialist employee in the Peer Support Program with autonomy with the day to running of the program, in consultation with the Executive Officer and in consultation with the Community Welfare and Education Committee.
- Develop, plan and supervise the implementation of the Peer Support Program

Key Responsibility Area 2 – Launch Peer Support Program

- Develop a marketing and recruitment plan for the launch of the Peer Support Program
- Design and layout of publications associated with the Peer Support Program
- Set priorities, plan and organise work and that of volunteers

Key Responsibility Area 3 – Coordinate Peer Support Program for 6 months

- Recruit, screen and train volunteers to be involved in the Peer Support Program
 - Interpersonal skills are required to gain the co-operation of volunteers
 - Provide expert advice to volunteers
- Be responsible for the Peer Support Program and establish outcomes to achieve the goals of the program
- Be responsible for compliance with Rainbow Families' Working With Children Policy, included verifying all volunteer's Working With Children Checks
- Match and facilitate the peer support program service to rainbow families community

Key Responsibility Area 4 – Evaluate Peer Support Program

- Develop an appropriate evaluation plan for the Peer Support Program
- Provide reports on progress of program activities including recommendations for improvements

Note that this position may be extended based on evaluation and funding availability.

Essential

- Qualifications in social work, social science, community services, education, nursing, or relevant experience in a similar role.
- Understanding of the needs of new parents, isolated parents, and the benefits of peer to peer support
- Understanding of the needs of LGBTQ+ parents and their children
- Ability to organise self and to work collaboratively with volunteers

- Strong communication skills, and ability to develop respectful, trusting relationship with volunteers, parents and community
- Valid National Criminal Record Check and Current Working with Children Check.

Desirable

- Connection to the LGBTQ+ community
- Understanding of mental health issues, domestic violence, and child development
- Knowledge of the community service sector and an ability to connect families and volunteers to universal and specialist services as required
- Intermediate understanding of Microsoft Office, including Word, PowerPoint and Excel

Core Competencies Required

- High level interpersonal and engagement skills, ability to develop trusting respectful dignity driven relationships with parents, volunteers and community partners.
- High level interpersonal, oral and written communication skills. Ability to manage effectively key stakeholders.
- Quick-thinking, proactive and preventative; showing initiative and innovative thinking.
- Thorough in execution of tasks, with excellent attention to detail.

Performance Measurement based on

- Finalisation of Peer Support Program Project Plan within 1 month
- Recruitment of 30 participants
- Evaluation of program after 6 months

Employee Signature_____

Board Member Signature_____

Date_____