POSITION DESCRIPTION

Position Title	Fieldworker
Location/Branch	All Grow Branches
Reports to	Program Coordinator (PC)
Direct Reports	Program Volunteers
Primary purpose of position	Establish and maintain authentic, flourishing Grow Groups Actively contribute to the delivery of outcomes according to Branch Plan as part of broader Organisational strategic plan. Promote Grow to the wider community. Actively contribute to the building of Grow's caring, sharing community.
Teams	Organiser and Recorder Team; Staff Team; Fieldworker peer group

ABOUT GROW

Grow is a consumer driven, national organisation that provides peer supported programs for growth and personal development for people with a mental illness and individuals experiencing difficulty in coping with life's challenges.

Grow's organisational structure enables Grow members to participate in all levels of decision making from the Grow Group to the Board.

Our programs are designed for people to take back control of their lives, over come obstacles and start living a life full of meaning, hope and optimism.

Grow offers the opportunity for people to share challenges and solutions for recovery in a supportive and structured way within the context of a caring, sharing community. Participants are also encouraged to attend education and training sessions and participate in a range of social activities.

In addition to Grow Groups, Grow also provides accommodation service and dual diagnosis, drug and alcohol and mental health rehabilitation services.

Our Vision

Empower individuals to create the personal change that leads to social and emotional well being and re-engagement in the community.

RESPONSIBILITIES

Authentic Grow is practiced and supports strong leadership for volunteers and staff.

- Provide the highest standard of service to Grow participants.
- Support up to 10 Grow Groups for a full time field worker and up to 8 groups for a regional full time field workers. Part time Fieldworkers support up to 2 Groups per day or 7.6 hours.
- Work within the Grow Program and develop an understanding and knowledge of the Program so that it can be shared with others and integrated into your work practice.
- In consultation with the regional Organiser and Recorder Team, establish new Grow Groups where a need has been identified
- Encourage, animate and develop the leadership from with the Grow membership
- Monitor Groups to ensure they are lead by trained seasoned Grow members
- Monitor the effectiveness Grow Groups working directly with Organisers
- With the regional O&R Teams, analyse activity data and together develop solutions and a response to trends.
- Ensure that all groups are operating in line with authentic Grow principles.

- Ensure activity data is accurate, collected and submitted in a timely way.
- Provide support to the Organiser and Recorder Teams to ensure the meetings are well informed and efficient and that all members are able to confidently undertake their role.
- Empower the Organiser and Recorder Team in the running of all regional activities. Have respect for their role and decision making authority, encourage active participation and ensure access to timely, quality information.
- Maintain confidentiality of information pertaining to Grow members, carers, and Grow.
- Ensure skills development is continuous and appropriate to undertake your role
- Encourage and enable Grow members to participate in community outreach including orientation groups.
- Encourage and enable Grow members to participate in group support, training activities, social activities

There exists a vibrant, caring and sharing community

- Build a caring, sharing community by working toward harmonious relationships with all members of the staff, Growers, volunteers and teams.
- Provide direct support Organisers and Recorders of groups to enable them to fulfil their leadership role.
- Provide direct support to Groups and Group Leaders in their establishment and maintenance of a caring, sharing community.
- Work with the internal Grow community and the external community to ensure the establishment and sustainability of Grow Groups
- Participate in performance management process.
- Participate in professional development and Grow training activities.
- Share information about work activities with relevant teams
- Openly support and respects diversity.
- Display commitment to open respectful communication.
- Demonstrate a high standard of personal and professional behaviour.
- Be flexible and responsive to meet the needs of the team and the demands of the operations of the service.
- Ensure a strong voice for those that participate in Grow.
- Actively participate and comply with workplace health and safety standards and Grow policy.
- Contribute to quarterly branch newsletters

Administration function and management are sound

- Organise, prioritise and undertake tasks efficiently and take responsibility for actions.
- Work within budget constraints.
- Be aware of opportunities for funding that supports Grow activity and report to the Manager.
- Provide training to Grow participants and Leaders in response to need, in line with Grow principles and methods and in collaboration with O&R and BPT.
- Ensure the effective, respectful and efficient utilisation of physical resources.
- Practice and comply with Grow policies and procedures.
- Comply with all relevant legislation, regulations and professional standards.
- Work within delegation of position.

Grow brand is well recognised and respected in the community

- Ensure that work complies with relevant guidelines and standards and Grow policy and procedure.
- Liaise with other local service providers, community organisations in consultation with BPC.

- Promote the Grow Program within the local community through purposeful outreach, involvement in network groups, and participation in public events.
- Receive complaints from Grow members and work with O & R Teams and BPC to resolve.
- Actively participate in, and contribute to workplace quality improvement activities.
- Undertake planned outreach with the aim of recruiting new Grow members and support from referrers and supporters.

Additional requirements

- A Police Certificate is required in accordance with relevant legislation and Grow policy. Where applicable, additional state based screening may be required. Current Driver's Licence
- Current First Aid Certificate
- Certificate IV in Mental Health or willingness to work towards and experience in mental health.
- Evidence of Australian citizenship or current working visa.
- Experience in Microsoft Office Suite.

SELECTION CRITERIA

Authentic Grow is practiced and supports strong leadership for volunteers and staff.

1. Demonstrate a strong knowledge, understanding and practice of Grow Program or willingness to acquire same.
2. Demonstrate a strong knowledge and experience of recovery orientated mental health services.

There exists a vibrant, caring and sharing community

1. Demonstrated ability to develop and lead a vibrant caring spirit within Grow.
2. Demonstrated ability to work independently, planning managing and delivering services using good time management and working in budget.
3. Demonstrate a high level of verbal, written and interpersonal communication skills.
4. Demonstrated ability to use your lived experience with mental illness or other life challenges in your approach to your role and interaction with staff and Grow participants.

Administration function and Management are sound

1. Demonstrated intermediate skills in Microsoft Office Suite and the ability to learn further computer programs as required
2. Demonstrated ability to manage time effectively and carry tasks through to completion

Grow brand is well recognised and respected in the community

1. Demonstrate an understanding of continuous quality improvement.
2. Experience in the development of strong working relationships with other providers and key stakeholders.

APPLICANT / EMPLOYEE DECLARATION

I have read and understand that the statements are a description of the functions assigned my position.

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Applicant/ Employee Name	**Signature**	**Date**