



POSITION TITLE:	Youth Peer Worker (Hamilton)
POSITION NUMBER:	HS085
POSITION LOCATION:	Hamilton
CLASSIFICATION:	Level 2 (Social, Community, Home Care and Disability Services Industry Award 2010) (Level and Pay point will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
TEAM /DIVISION:	Health Services Division
EMPLOYMENT CHECKS:	Current National Police Check, Working with Children Check and NDIS Worker Screening Check

OUR ORGANISATION

Brophy Family and Youth Services (Brophy) is a not-for-profit organisation, with a community-based Board of Directors. Our service provides a wide range of family, youth and children services across South West Victoria. We are a multi – site organisation, and employees may be required to work at any of our sites. These sites are based in Warrnambool, Portland and Warrnambool & Portland.

Brophy values the safety of all children and young people and has zero tolerance for any form of child abuse or harm. We listen to and ensure the participation and empowerment of all children and young people.

The cultural safety of First Nations people is important to us. We seek to maintain a safe environment so the diverse and unique identities of First Nations people are respected and valued. At Brophy people will be supported to express their culture and enjoy their cultural rights. Brophy has a zero tolerance of racism and has an expectation that staff and volunteers will act on incidents of racism.

Brophy actively values and promotes diversity in our community and affirms our commitment to be inclusive and respectful to all, regardless of gender, age, race, sex, sexual orientation, religion, level of ability, cultural or language background.

We welcome people who are LGBTIQ+ (lesbian, gay, bisexual, transgender, gender diverse, intersex, queer, plus other sexual minority identities), and are accredited under the Rainbow Tick Standards for LGBTIQ+ inclusive practice.

Our values are: Social justice, Professionalism, Empowerment, Responsiveness and Partnership.

DIVISION AND PROGRAM OVERVIEW

The Health Services Division at Brophy provides early intervention health and wellbeing and AoD programs and services for young people across the south west region of Victoria.

Programs include Drug and Alcohol Responding Early (DARE), WILD adventure therapy interventions, Youth Enhanced Services (YES), Enhancing Mental Health Support in Schools Program, and headspace.

Brophy is the Lead Agency for the headspace Hamilton Centre, the headspace Warrnambool Centre and headspace Portland which is a satellite service governed by headspace Warrnambool. For further information about these centres, visit: [headspace Warrnambool | Youth Mental Health Centre & Services](#), [headspace Portland | Youth Mental Health Centre & Services](#) and [headspace Hamilton | Youth Mental Health Centre & Services](#).

Our headspace Centres provide services across the four core streams of mental health, physical and sexual health, educational and vocational support, and alcohol and other drug services.

For more information about the programs offered by the Health Services Division at Brophy, visit: [Our Programs - Brophy Family and Youth Services](#).

For more information about headspace, visit: <https://headspace.org.au>.

PRIMARY PURPOSE OF THE ROLE

The Youth Peer Worker will work within the headspace Warrnambool & Portland team, and will also collaborate with Youth Services Division, to:

- design, plan, facilitate and support specified consultations, training workshops, youth groups and events.
- provide input to, and support the development of program materials, ensuring they are effective for the relevant youth audience.
- support young people to participate safely and effectively in meetings, consultations and training workshops, and understand their rights and responsibilities.
- work with young people in a non-clinical way that values the shared experiences of a peer and supports the young person to appropriately engage with headspace and other suitable Lead Agency programs.
- contribute youth perspectives in meetings, consultations, project working groups, recruitment processes and training workshops.
- strengthen the co-design role and capacity of young people.
- maintain appropriate notes to document outcomes of meetings, consultations and training workshops.
- debrief events with teams.
- ensure professional standards are upheld, including co-design principles, Child Safe Standards and framework of the Code of Ethical Practice in Youth Work (you will receive training in these).

ORGANISATIONAL RESPONSIBILITIES AND ACCOUNTABILITIES

This position is required to establish and maintain appropriate professional working relationships with a broad range of young people and stakeholders to achieve improved outcomes for young people. This will assist in creating a safe and effective space for young people to contribute during meetings, youth groups and training workshops.

The Youth Peer Worker will work in collaboration with the headspace Hamilton team and Youth Services Division to support the facilitation of workshops, events, programs and services that foster positive relationships with the broader community. This includes contributing to the planning and delivery of

consultations, as well as documenting and presenting outcomes to inform team reflection, debriefing and continuous improvement.

REPORTS TO

The position reports to and is supervised by the Senior Mental Health Clinician.

KEY RESPONSIBILITIES

Personal and Professional

- Embrace Brophy's commitment to child safety and wellbeing and demonstrate this through practice that reflects equity and inclusion, cultural safety and ensuring the safety and wellbeing of all children and young people.
- Demonstrate a commitment to ongoing skill development and training relevant to the role both personally and professionally.
- Participate in supervision, secondary consultation within scope of practice and professional development as negotiated with Line Manager.
- Participate actively in team meetings, team planning days and agency activities to ensure an integrated approach to service delivery.
- Participate in all core training to ensure integrity of the agreed model of service delivery.

Technical Skills

- Attend regular training, supervision, team and staff meetings.
- Design, plan, facilitate and run online and face-to-face agreed opportunities for young people including meetings, consultations and training workshops.
- Provide input to, and support the development of, program materials, ensuring they are effective for the relevant youth audience.
- Support young people to participate safely and effectively in groups, meetings, consultations and training workshops, and understand their rights and responsibilities.
- Contribute youth perspectives in meetings, consultations, project working groups, recruitment processes and training workshops.
- Strengthen the co-design role and capacity of young people.
- Maintain appropriate notes to document outcomes of meetings, consultations and training workshops.
- Debrief events with teams and partner organisations as required.
- Ensure professional standards are upheld, including co-design principles, Child Safe Standards and the framework of the Code of Ethical Practice in Youth Work. (You will receive training in these).
- You will be required to perform these duties, and any other duties the manager may assign to you, having regard to your skills, training and experience.
- Ensure you have access to and comply with legislation, standards, policies, practices and procedures relevant to the program area.
- Ensure a professional standard of care and service provision according to the philosophy of Brophy Family and Youth Services.

Customer Service

- Promote the program's services and the Agency throughout the region.

- Develop and maintain effective working relationships with a broad range of stakeholders and services, across a variety of sectors to ensure an integrated and collaborative approach that supports positive client outcomes.
- Demonstrate an awareness and practice in response to the diverse needs of clients.
- Demonstrate an understanding of rural communities and the issues they face.

Continuous Quality Improvement

- Seek regular consumer feedback regarding the effectiveness of the programs services as part of BFYS Clinical Governance Framework.
- Participate in program evaluation activities that promote advantaged thinking and contribute to improved outcomes for clients.
- Participate in and contribute to BFYS quality improvement processes and other activities to meet service and accreditation standards.

Team Work and Communication

- Support a positive team approach across the program area, Agency and with other service providers and partners.
- Manage conflict and disputes in a professional manner and in accordance with Brophy policy and procedures.
- Promote effective team communication and development by working professionally and co-operatively with all stakeholders to achieve the Agency's objectives.
- Participate in the development of consumer participation activities within your team and Agency.
- Undertake other appropriate duties as directed by the Line Manager.

Administration and Documentation

- Take responsibility for accurate, confidential and timely case-noting, record keeping, filing and general maintenance of client information, in accordance with relevant program and agency requirements and standards.
- Ensure all relevant program planning, documentation; evaluation and reporting are completed in a timely and accurate manner.
- Ensure all relevant policies and procedures are implemented and adhered to, including the complaints handling procedures and methods for responding to critical incidents.

GENERAL RESPONSIBILITIES

- Adhere to Brophy's Employee Code of Conduct, and internal policies and procedures.
- Embrace and abide by Brophy's Child Safety and Wellbeing Policy.
- Actively participate in all required supervision, annual performance management process, professional development and training activities.
- Participate in and contribute to Brophy Family and Youth Services quality improvement process and other activities to meet service and accreditation standards.
- Participate and contribute to the culture of a Learning Organisation environment.
- Maintain a healthy and safe work environment including supporting the monitoring and management of risk and WHS systems.
- Participate in the development of consumer's participation activities within your program and Brophy.
- Act on any incidents of racism or discrimination.

- Demonstrate and commit to Brophy's organisational values and model these daily.

This position description describes in general terms the requirements for this position to operate on a normal day to day basis. However, these duties maybe amended or varied from time to time, within the normal capacity of the role without changing the level of responsibility.

KEY SELECTION CRITERIA

Qualifications:

Holding or working towards a qualification in: Diploma of Community Services will be highly regarded.

Experience, Skills and Abilities

- Experience or knowledge of peer work/youth participation principles/frameworks
- Experience in designing and facilitating groups or workshops with young people.
- Experience working on a youth participation project with other young people. For example, leading or being part of a consultation or co-design project.
- Demonstrated understanding of appropriate behaviours when working with diverse young people, and commitment to Victorian Child Safe Standards, and the youth sectors Code of Ethical Practice.
- Demonstrated ability to build strong relationships with peers and others such as colleagues, teachers or community leaders.
- Strong written and verbal communication skills.

Desirable:

These skills/experiences are not essential, but we would love to hear about them if you have them.

- Lived or learned experience of youth cohorts who often face marginalisation (including but not limited to, disabled, Aboriginal and or Torres Strait Islander, rural and regional, LGBTIQ+, multicultural, OOH care and youth justice young people).
- Demonstrated experience working on advocacy or community change projects, for example school council or other advisory/action groups.

AUTHORISED BY

NAME: Penny Bolton
POSITION: Executive Manager – Health Services
DATE: April 2026