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| Position title | Program Worker |
| Location | All GROW Teams |
| Reports to | Manager |
| Direct Reports | Group Development Worker where required |
| Primary purpose of the position | <ul style="list-style-type: none"> • Deliver a variety of GROW's Programs including training, data collection, events and managing infrastructure • Support the development of an integrated One GROW community and with interregional and intraregional programs and activities • Support the development of the communities (geographic and online) and leadership teams • Develop the leadership of Organisers and Recorders through support and mentoring in personal leadership development and the Grow Program • Support the development of a caring and sharing community within GROW and with the GROW participants • Staff Team |

ABOUT GROW

GROW is a national community-driven organisation specialising in mental health support developed from the lived experience of recovery. Our programs are designed for people to take back control of their lives, overcome 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.

Our Vision

Grow is the premier provider of intentional peer to peer support to promote hope, mutual help, and recovery for good mental health for people throughout Australia.

Grow Mission

To enable people and communities to grow, recover and maintain good mental health.

Our Values

Personal responsibility, Personal value, Mutual respect, Friendship, and Community.

| KEY ACCOUNTABILITIES | RESPONSIBILITIES |
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| Leadership development | <ul style="list-style-type: none"> • Support GROW leaders to encourage, animate and develop the leadership from within their community. • Encourage and enable GROW's consumers to participate in group support, training activities and social activities. • Provide direct support, coaching and mentoring to Grow Program Organisers in the development and maintenance of a caring, sharing community. • Encourage and enable GROW participants to participate in community outreach including orientation groups. • Provide training to GROW's Program participants in collaboration with consumer teams. |
| Development of Intentional Communities | <ul style="list-style-type: none"> • Build intentional peer to peer support in all GROW programs including Grow Program, Get Growing, Young Adults, Growing Resilience and other services and products that are developed. • Empower GROW's Organiser and Recorder Teams in the running of regional activities and community building. • Support interregional, intraregional and intra state/territory community building activities. • Provide support to the Organiser and Recorder Teams and ensure access to timely, quality information. |

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| | <ul style="list-style-type: none"> • Provide ongoing training to ensure all members can confidently undertake their roles. • Provide regular mentoring and support to the Group Organisers and ensure you do not create dependency on staff. • Ensure all volunteers have the skills and access to development that enables them to undertake their roles skillfully and efficiently. |
| Program delivery | <ul style="list-style-type: none"> • Deliver a range of GROW programs including early intervention and recovery programs for people of all ages and diversity using digital and face to face methods. • Deliver GROW's Programs including training, data collection, events and managing infrastructure. • Support groups to activate intentional peer to peer support and the three essential features of the Grow Program – caring and sharing community, 12 Steps and a meeting method. • Undertake planned outreach with the aim of recruiting new participants and gain support from referrers. |
| Promotion of Grow and building referral pathways | <ul style="list-style-type: none"> • Liaise with broader community through purposeful outreach, involvement in network groups, and participation in public events to promote GROW's Programs. |
| Safety | <ul style="list-style-type: none"> • Provide and maintain a safe work environment for all stakeholders. • Ensure all policies and procedure are implemented. • Ensure all GROW leaders are educated in policies, procedures and responsibilities. • Actively participate in, and contribute to, workplace quality improvement activities. • Receive complaints from participants and work with the appropriate individuals and teams to resolve. |

CORPORATE RESPONSIBILITIES:

- Comply with all relevant legislation, regulations and policies and procedures, including Code of Conduct and workplace health and safety standards.
- Work within delegations of position.
- Maintain confidentiality of information pertaining to all participants and GROW.
- Demonstrate high standards of personal and professional behaviour.

SELECTION CRITERIA

- Demonstrated strong knowledge, understanding and practice of Grow Program or willingness to acquire same.
- Demonstrated strong knowledge and experience of recovery oriented mental health services.
- Demonstrated ability to work independently in planning, managing and delivering services using good time management.
- Demonstrated high level of verbal, written and interpersonal communication skills.
- Experience in the development of strong working relationships with other providers and key stakeholders.

Additional mandatory requirements

- Relevant qualifications and experience may include tertiary qualifications in Mental Health, Youth Services, or Peer Support Group Work/Community Development, and Training, with a minimum of Certificate IV.
- Intermediate skills in Microsoft Office Suite and demonstrated ability to learn further computer programs as required.
- A Criminal Check Certificate is required in accordance with relevant legislation and GROW policy. Where applicable, additional state-based screening may be required.
- Current Driver's License.

- Evidence of Australian citizenship or current working visa.

EMPLOYEE DECLARATION

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

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| Click or tap here to enter text. | TYPE YOUR NAME HERE | Click or tap to enter a date. |
| Applicant/ Employee Name | Signature | Date |