POSITION DESCRIPTION

Position title	Correctional Centre Program worker
Location	Victoria
Reports to	Manager
Direct Reports	State Branch Manager
Primary purpose of the position	• Deliver the GROW Program including training, data collection, events and managing infrastructure • Support the development of an integrated One GROW community • Develop the leadership through support and mentoring in personal leadership development and the Grow Program • Support the developing of a caring and sharing community within GROW and with the GROW participants. • Teams – Team Leader and Manager

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
Leadership development	• Support GROW leaders to encourage, animate and develop the leadership from within their community. • Encourage and enable GROW's custodial members to participate in group support, training activities and social activities. • Build intentional peer to peer support in all GROW programs within the custodial setting
Service/Program delivery responsibilities	• Deliver the GROW program to custodial members within correctional centres • Provide training to GROW's Program participants in collaboration with consumer teams as needed • Provide ongoing training to ensure all members are able to confidently undertake their roles as needed
Relationship Management	• Liaise with broader community through purposeful outreach, involvement in network groups, and participation in public events to promote GROW's Programs, with approval from management and only as needed.
Compliance and Quality	• Ensure activity data is accurate, collected and submitted in a timely way to funders and Grow Teams • 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 teams to resolve. • 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
Safety	• Champion the importance of every person's physical, mental & emotional well-being; hold others accountable to this ethos. • Lead by example, in the management of work and personal life. · Manage personal health to ensure fitness for work.

About You To be successful in this position you will have: (Selection Crriteria)

	Required	**Highly desirable**
Qualifications	• Qualifications in Mental Health, Youth Services, Education and Training, or Peer Support Group Work/Community Development OR • Knowledge and experience from previous roles and/or study with a combination of experience, expertise and competence • A Police Certificate is required in accordance with relevant legislation and Grow policy. • Current Driver's Licence. • Current First Aid Certificate. • Evidence of Australian citizenship or current working visa. • Working with Children	• Undergraduate qualification in social of behavioural sciences substantial experience.
Experience	• Demonstrated ability to work independently, planning managing and delivering services using good time management and working • Experience in the development of working relationships and active networks with other providers and funders and key stakeholders. • Intermediate skills in Microsoft Office Suite (must have excel) and demonstrated ability to learn other computer programs as required.	• Experience in consumer-led decision-making • Demonstrated ability to work within a vibrant caring team. • Demonstrated high level of verbal, written and interpersonal communication skills. • Experience in the maintenance of good working relationships with other providers and funders and key stakeholders. • Experience in facilitating small groups
Knowledge	• Demonstrated strong knowledge and experience of recovery orientated mental health services	• Demonstrated understanding of

	• Knowledge of peer to peer t programs • Demonstrated ability to manage time effectively and carry tasks through to completion.	continuous quality improvement. Knowledge of program activities and work practices relevant to GROW.
Skills	• 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. • Ability to work under limited direction	• Experience in using digital tools for document management and program delivery

Core Competencies from GROW Competency Framework – these competencies are required to be met as part of this role.

Leadership	• Demonstrates initiative and enterprise and supports others to work more effectively • Takes responsibility for work outcomes and assists others to understand roles and responsibilities • Recognises differences of opinion and works toward the resolution of team conflict
Service/Program Excellence	• Ensures clear understanding of required work, fulfils program and project responsibilities, and achieves performance targets • Contributes to team plans and support teamwork to strategic objectives • Seeks ways to improve outcomes for clients as consistent with GROW's Vision, Mission, and Values
Professionalism	• Demonstrates initiative and enterprise and supports others to work more effectively • Considers one's actions and behaviours and the effect they have on others within the workplace. • Demonstrates integrity and is a trusted individual. • Adheres to core values that are in alignment with that of GROW's

EMPLOYEE DECLARATION

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

Click or tap here to enter text.	Click or tap here to enter text.	20/02/2025
Applicant/ Employee Name	**Signature**	**Date**