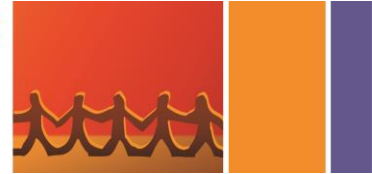


Permanent Care and Adoptive Families

Trading name for Post Placement Support Service (Vic) Inc
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**Permanent
Care and
Adoptive
Families**



Permanent Care and Adoptive Families Volunteer Position Description

Position title	Permanent Care and Adoptive Families (PCA Families) Volunteer Peer Mentor -Training
EFT/Hours	Minimum 10 hours per year. This may involve evening work.
Team/program area/location	PCA Families Programs Team
Reports to	Programs Manager

Post Placement Support Service (PCA Families)

The Permanent Care and Adoptive Families is a not-for-profit early intervention support and training service which serves individuals, families and groups who have a personal or professional connection with permanent care and adoption.

The Permanent Care and Adoptive Families is an incorporated association governed by an elected Board, comprising members with relevant personal and professional expertise.

PCA Families is an independent organisation with no religious affiliations. Services are impartial and non-discriminatory.

All services are delivered on the basis of confidentiality, respect and trust. This is especially important for programs which incorporate a strong peer-based element and where participants, and volunteers, may have pre-existing relationships with each other.

Position Summary

Peer Mentors are accountable to the PCA Families Programs Manager¹. Contact and liaison with PCA Families staff takes place through the Support and Development Officer, who also sits within the Programs Team. During the delivery of training, Peer Mentors operate at the direction of the person designated to coordinate and lead the training delivery. Peer Mentors must undertake train-the-trainer development prior to participating in the delivery of training programs and their role is to:

- Facilitate small-group discussions based on identified training content, through guiding

¹ Where there is no Programs Manager, Peer Trainers are accountable to the relevant person coordinating delivery of the training.

collaborative peer discussion and learning.

- Support participants through managing appropriate opportunities to share their experiences, knowledge and thoughts as they relate to the topics covered through the training.
- Answer specific questions regarding the topic or training content or, where appropriate, assist the participant in having more complex questions answered by the training leader.
- Undertake roles such as scribe or reporter where required by the framework of the training, to ensure participants' perspectives are accurately and respectfully incorporated into the training discussion.
- Assist the trainer in creating an atmosphere of sensitivity, respect and trust through modeling these characteristics within the training room and outside of the training process.
- Act as an advocate for and representative of PCA Families' mission, goals and values as articulated within its strategic plan.
- Provide organisational assistance including but not confined to establishing the training space, creating display tables, handing out information kits, administering registration, administering evaluation processes and assisting with pack-up.

Role Skills and Attributes

1. Lived experience of raising children through home-based care and / or adoption.
2. Commitment to confidentiality and maintaining real and perceived group and individual privacy.
3. Excellent interpersonal skills and an ability to engage respectfully with individuals from diverse backgrounds.
4. An ability to foster and direct group discussions in a sensitive and responsive manner.
5. Respect for diverse perspectives and recognition of the validity of others' views and experiences.
6. Compassion, a non-judgemental attitude and an understanding of the needs and challenges of others.
7. Empathy and an ability to support group reflection and learning through strengths-based approaches.
8. A commitment to the content and objectives of the PCA Families training being delivered as well as to the mission and goals of PCA Families.
9. Sound organisational skills, with an ability to complete required tasks within specified timeframes and acquit nominated responsibility.

Additional information

Occupational Health and Safety (OH&S): Volunteers are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by volunteering in this position. This will assist PCA Families in providing a safe work environment.

Cultural competency: PCA Families is striving to become a culturally competent organisation.

Volunteering is subject to a current Working with Children Check (card), a National Police Records Check, and any other procedures designed to ensure a child-safe environment that PCA Families may deem appropriate from time to time.

Volunteers must comply with the following:

- PCA Families Strategic Plan and Annual Work Plan
- PCA Families Policies and Procedures
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Working with Children Act 2005 (Vic)
- Information Privacy Act 2000 (Vic).