

# Scarboro Surf Life Saving Club

## Job Description – Peer Support Officer



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### 1. Position

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Peer Support Officer – V120520

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### 2. Position Purpose

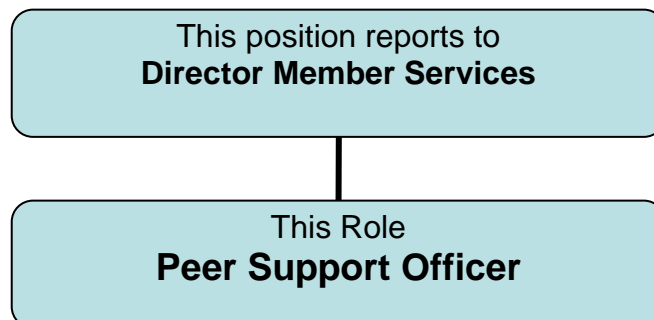
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Responsible to the Director Member Services for providing emotional and empathetic support to members who may have been involved in any traumatic incident or experience, whether directly or vicariously, and to support and guide members to help them manage their issues, options and goals.

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### 3. Key Relationships

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### 4. Approved at Board meeting 12/5/2020

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### 5. Mandatory Requirements

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- Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.
- Working knowledge and understanding of SLSC Policies as related to member peer support and protection generally.

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- Have undertaken the SLSA Peer Support Training Course (or be prepared to undertake such training at the earliest opportunity), or any other training in mental health support or similar that may be deemed relevant to the requirements of the role.
- Be in possession of (or applying for) a National Police Volunteer Certificate.

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### 6. Major Responsibilities

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- Provide support and assistance to members showing signs of trauma, which often means providing a 'listening ear'.
- Provide information and support to refer members to additional resources if required (including professional counselling, community agencies, specialist websites, etc).
- Advise the SLSWA Lifesaving Dept of any local peer support related issues that may have a broader impact.
- Where necessary, refer a member in need of further assistance to SLSWA Lifesaver Assistance Program (3 x 50 min sessions, free of charge, with a qualified psych)
- Undertake any other duties relating to member peer support as required upon request and including the provision of information sessions.
- Maintain the integrity of the role by modelling appropriate Club behaviour at all times.
- Maintain a high level of ethical behavior and adherence to confidentiality principles.
- Comply with the Club's constitution, policies and directions of the Board.

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### 7. Primary Accountability

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Member welfare through peer support maintained at a high level of acceptance among Members generally	Maintains a high level of personal integrity and confidentiality in all peer support related matters
Attends promptly to any reported claims of or requests from members requiring peer support	Meetings attended and reports submitted as and when required
Actively promotes member peer support policies within the Club	Club policies and Board directions complied with

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### **8. Required Competencies**

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- Excellent inter-personal and communication skills.
  - Demonstrated experience in being able to listen and support without being critical.
  - Confident public speaker and negotiator.
  - An ability to model appropriate Club behaviour at all times and maintain confidentiality.
  - The ability to work in changing situations with a diverse group of people, interacting in either groups or individually.
  - Responsibility for own self-care and ability to implement healthy coping strategies.
  - Good working knowledge of SLSC, SLSWA and Club policies and procedures, including understanding and awareness of member peer support and protection requirements.
  - Current senior financial member of at least two years standing.
  - Strong understanding of the Club's constitution.
  - Undertake relevant personal development training as may be required from time to time.
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