



Compeer Co-ordinator

Position Description

Email: vinnies@vinnies.org.au
Website: www.vinnies.org.au
Donation Hotline: 13 18 12

| | |
|------------------------------------|--|
| Position Title: | Compeer Co-ordinator |
| Responsible Council: | Wollongong Central Council |
| Reports to: | Manager – Homelessness and Mental Health, Southern Region |
| Base Location: | Various – Illawarra/Shoalhaven |
| Primary position objective: | To coordinate and develop the Compeer program in the Compeer Illawarra and Shoalhaven areas. |

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Program Overview

The Compeer Program is a Special Work of the St Vincent de Paul Society NSW State Council. It is affiliated internationally with Compeer Inc. which was established in 1973 in the United States. Compeer is a successful award winning and cost effective volunteer program that has helped hundreds of consumers since 1995 reduce the stigma and isolation associated with mental illness through friendship and social support.

Compeer matches people diagnosed with a mental illness (friends) in friendship with a caring volunteer. One steady reliable and caring friend can make all the difference, bringing joy and hope into a person's life that may be empty of both. The Compeer model is based on the simple premise that people need other people in their lives to develop and maintain good mental and physical well-being.

Position Overview

Within the framework of Compeer's philosophy and objectives, and in consultation with the Compeer NSW Manager, the Co-ordinator is responsible for the implementation of the program and all its facets within the Compeer Illawarra/Shoalhaven area. The program coordinator identifies and implements strategies to promote, grow and develop the Compeer Program in the Illawarra and Shoalhaven areas consistent with the vision for the Compeer Inc Program.

Duties & Responsibilities

The primary task of the Compeer Co-ordinator is to recruit, screen, train, match and support volunteers in friendships with Compeer friends, liaise with mental health professionals regarding applicants to the program, oversee and ensure the implementation of the Compeer philosophy through all areas of professional responsibilities. The position holder coordinates all facets of the Compeer program within their area, including program promotion and development opportunities. The Coordinator is part of a larger team and must have the ability to work alone and/or as part of a team. The position holder works in various locations within the Illawarra and Shoalhaven.

Major Responsibilities

Compeer Program Functions

- Recruit Compeer volunteers through various means, including program promotion
- Respond to volunteer enquiries, screen volunteers & conduct associated administration
- Organise and conduct training for Compeer volunteers
- Facilitate the Compeer Matching Process and conduct associated administration
- Monitoring & supporting Compeer volunteers through regular communication/contact
- Maintain regular contact with Mental Health Professionals regarding Compeer Friends (and matches) & send copies of volunteer monthly reports
- Liaise with Intake officer regarding friend (client) applications and have input into client application assessment process as appropriate
- Maintaining files, spread-sheets & other administration related to Compeer processes

Communications & Reporting

- Providing monthly reports to the Compeer NSW Manager
- Communicate regularly other State Council Compeer staff, Compeer NSW staff and State Support Office staff, including participation in team meetings

Program Development and Planning

In consultation with Compeer NSW Manager & consistent with Compeer State Council goals:

- Plan & implement yearly goals for Compeer Illawarra/Shoalhaven, identifying areas for development
- Input into planning the Compeer State Council budget and is responsible for managing costs associated with Compeer Illawarra/Shoalhaven within designated limits
- Coordinate grants, funding and award opportunities for Compeer Illawarra/Shoalhaven
- Develop & implement quality improvement & assurance measures for Compeer Illawarra/Shoalhaven

Program Promotion, Networking & Events

- Develop internal & external relationships which benefit and lift the profile of Compeer Illawarra/Shoalhaven
- Engage in activities which promote Compeer Illawarra/Shoalhaven including program briefings to health professionals & community groups, attending expos, speaking with media etc.
- Oversee and attend events for Compeer Illawarra/Shoalhaven and input & participation in Compeer events

Other

- Participation in, but not restricted to, staff meetings, planning, activities, work groups and all activities that enhance the team work approach of the St Vincent de Paul Society NSW.
- Additional duties as required/directed

Essential Criteria

- Tertiary qualification in psychology, social work or other related disciplines (or currently completing)
- Relevant experience in the mental health field and/or a demonstrated interest & understanding of the social impact of mental illness in the community
- Training experience
- Experience working with volunteers
- Excellent communication & interpersonal skills including the ability to articulate concepts & ideas to a range of internal & external stakeholders from diverse backgrounds
- Demonstrated computer literacy and skills in the Microsoft Office suite & the internet
- Capacity to maintain accurate hard copy & online files, reports & other documentation
- Ability to work independently and as part of a team
- A willingness to work within the ethos & philosophy of the St Vincent de Paul Society
- Current Australian Driver's Licence

Desired Criteria

- Program coordination experience
- Certificate IV in Training & Assessment or other training qualification

St Vincent de Paul Society (NSW) is an Equal Employment Opportunity Employer