



<b>Role Title</b>	<b>Program Co-ordinator</b>
<b>Sector</b>	Not for Profit/Peer Support/Perinatal Mental Health
<b>Location</b>	Brisbane
<b>Employment Status</b>	Part time, 24 hours per week
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (MA000100)

### About Peach Tree

Peach Tree is a community based mental health organisation, which provides services for parents, partners, and families who are impacted by perinatal mental challenges.

*Peach Tree supports perinatal resilience and re(dis)covery with individuals and families through education, social connection, and by facilitating a passionate and caring community.*

Our values underpin the work we do every day and guide our behaviour and actions. Peach Tree's core values are **Compassion, Truth, Respect, Support, Integrity, and Hope.**

### **Role overview**

The Program Coordinator coordinates the delivery and administration of our internal and external peer-led programs, including the Sunshine Parenting Program (SPP), Connecting Parents to Pathways Program (CPTP), PeerZone, and Circle of Security Parenting.

This role is ideally suited to a self-motivated individual willing to take ownership of the role, while working within a dynamic, supportive team committed to making a meaningful contribution to Peach Tree's community work. The Program Coordinator supervises a small team of PMH Peer Workers (Programs) and works closely with the Service Coordinator.

Peach Tree's primary service locations are in North Brisbane, South Brisbane, and Moreton Bay regions, with outreach to the West Moreton Darling Downs. This position works primarily in North Brisbane but may be required to travel to other service locations and attend meetings offsite, so own transport is essential.

The Program Coordinator will be expected to work reasonable additional hours as required to meet reporting timeframes, support staff leave, attend key stakeholder meetings, etc., so flexibility is required.

Peach Tree is an Equal Employment Opportunity employer and committed to engaging a diverse workforce. We strongly encourage applications from people with an Aboriginal and Torres Strait Islander background, people with disability, and people from diverse cultural and linguistic backgrounds.

## Key responsibilities

As Program Coordinator, you will champion and model Peach Tree's organisational values within all aspects of your work. You will:

- model a high level of self-awareness and commitment to self-care.
- adhere to organisational policies and procedures.
- work within an appropriate Duty of Care to all persons who access Peach Tree services, which includes COVID-19 workplace health and safety precautions.
- maintain a level of appearance and personal hygiene that supports professionalism.
- participate in mandatory training and attend scheduled meetings.
- Coordinate the delivery of internal programs including SPP and CPTP in accordance with service contracts, which includes:
  - overseeing intake of participants, ensuring the smooth administration of pre-program screenings where required.
  - overseeing distribution and collection of pre- and post-program participant surveys and their results.
- collaborate with the Service Coordinator and Team Leaders to determine appropriate additional support and referral pathways for service participants with higher needs.
- Oversee the administration of external programs delivered by Peach Tree, such as PeerZone and COSP, which includes scheduling, intake of participants, and evaluation of completed programs.
- Supervise and guide PMH Peer Workers (Programs) in performing key activities around program administration and delivery.
- Monitor overall delivery and administration of programs to ensure program fidelity and integrity are maintained.
- Collaborate with the Service Coordinator and Team Leaders to ensure program delivery is running smoothly and timetables align with service contract requirements.
- Collate and analyse program data to provide regular internal and external progress reports with recommendations for improvements.
- Act as the primary point of contact for funding providers regarding the SPP, CPTP, and other programs, which includes attending regular update meetings.
- Identify and assess suitability of potential locations for satellite program delivery, and liaising with stakeholders to determine feasibility/arrange program delivery.
- Contribute to training new service delivery staff by providing program overview sessions as required.
- Identify opportunities to improve the quality, efficacy, and/or efficiency of program coordination and delivery, then recommend and implement practical solutions to benefit all involved.

- Use initiative and judgement to make sound decisions about program delivery and direction in Peach Tree's best interests.
- Contribute constructively to planning, problem solving, and business improvements as part of a cohesive group (Peach PIT).
- Assess WH&S needs for program team and implement strategies to minimise risk (working with WH&S Officer)

## Role requirements

- Sound understanding of perinatal mental health challenges.
- Awareness of Trauma-Informed Care and Recovery-Oriented Practice.
- Excellent interpersonal and written communication skills, with the ability to engage a diverse range of clients and stakeholders.
- Solutions-focused mindset and demonstrated ability to show initiative.
- Ability to establish productive relationships and maintain appropriate boundaries with community members, team members, and stakeholders.
- Demonstrated ability to work collaboratively with stakeholders to achieve outcomes where a degree of influence and negotiation is required.
- Demonstrated experience in leading and supporting a small team to achieve set outcomes.
- Understanding of local health and community sectors and community groups, with particular focus on the perinatal and infant mental health sector.
- Demonstrated ability to use self-reflection and feedback as an opportunity to improve.
- Proficient with computers, including use of Microsoft Office.
- Excellent administrative, organisational, and time management skills.
- Demonstrated experience in program or project management, preferably in a not-for-profit organisation.

The Program Coordinator must have a current Working with Children Check (Blue Card) and be up to date with COVID-19 and Whooping Cough vaccinations. (If a Blue Card is not currently held, Peach Tree will assist successful applicants to obtain this.)