



# Position Description

Position Identification			
Position Title:	Carer Representative, Carer Gateway Advisory Group		
HRIS Position Number:		Effective Date:	01/07/2021
Location:	Chifley Drive, Preston or Remote		
Organisational Context			
Divisional:	Healthy Communities		
Program:	Carer Gateway	Unit: Carer Engagement	
Organisational chart	<pre> graph TD     SM[State Manager, Carer Gateway] --&gt; CET[Carer Engagement Team]     SM --&gt; IT[Intake Team]     SM --&gt; BOT[Business Operations Team]     SM --&gt; QCT[Quality and Contracts Team]     CET --&gt; CRA[Carer Representative, Carer Gateway Advisory Group]     CET --&gt; YCAR[Young Carer Representative, Young Carer Gateway Advisory Group]           </pre>		
Position Summary			
	<p>The Carer Gateway is a national program that delivers services and support to carers across Australia. In Victoria, Carer Gateway is delivered by a group of service providers across the state, led by Merri Health.</p> <p>Carers are anyone who provides unpaid support to a family member, friend, or partner with a disability, a medical condition, mental illness or who is frail due to age. Carers can be of any age and come from diverse backgrounds. Children and young adults under 25 years of age are called “young carers”.</p> <p>The pilot Carer Gateway Advisory Group (CGAG) and Young Carer Representatives sit within the Young Carer Gateway Advisory Group (YCGAG) aims to include carers’ voice and provide opportunities to share experiences and feedback to help improve services and programs for other carers. Carer representatives will have an opportunity to be involved in co-design processes, decision making, and giving feedback on services, policies, communications, and programs.</p> <p>Carers are experts in their own experiences. Sharing these experiences can help improve services and fairness. The group will be a respectful space where carers can develop skills and impact the Carer Gateway program.</p> <p>Carer Representatives sit within the pilot CGAC and Young Carer Representatives sit within the YCGAG. Carer Representatives will participate in regular monthly or bi-monthly meetings over a maximum term of two years.</p>		
Position Accountabilities			



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	<ul style="list-style-type: none"> <li>• Sharing carer experiences, opinions, and knowledge.</li> <li>• Providing feedback on services, policies, materials and programs.</li> <li>• Taking part in co-design sessions.</li> <li>• Helping to develop projects.</li> <li>• Training and development opportunities.</li> <li>• Opportunities to lead or be a part of other working groups where appropriate.</li> </ul> <p>Other participation opportunities (e.g. public speaking, media).</p> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations</li> <li>• Ensure that the affairs of Merri, its clients, and employees remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Merri.</li> </ul>
<p>Safety and Risk</p>	<p><b>Occupational Health &amp; Safety (OHS)</b></p> <ul style="list-style-type: none"> <li>• All employees and volunteers have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks.</li> </ul> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"> <li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li> <li>• Incorporates computer-based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes</li> <li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li> </ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"> <li>• Be proactive in risk identification, notification and management.</li> <li>• Comply with Merri Health’s policies and procedures</li> </ul> <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, culturally and linguistically diverse, and LGBTQIA+ communities, as well as people of all abilities to join our workforce.</i></p>
<p><b>Key selection criteria</b></p>	
<p>Essential</p>	<ul style="list-style-type: none"> <li>• Aged 15+ years</li> <li>• Lived experience as an unpaid carer to a family member, friend, or partner with a disability, a medical condition, mental illness or who is frail due to age NB: caring roles vary, and group members do not need to be the primary carer or may care for more than one person.</li> <li>• Willingness to engage with the group, participate in activities and share feedback and opinions</li> <li>• Comfortable to communicate constructively in a group setting</li> <li>• Comfortable to constructively express ideas and feedback</li> <li>• Willingness and ability to attend monthly or bi-monthly sessions, initially. NB: The time, frequency and structure of ongoing sessions will be co-designed once the group is formed</li> </ul>



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	<p>To ensure maximum success, impact and achievement of CAG objectives, this role requires a 12-month commitment to the pilot program.</p>
Desirable	<ul style="list-style-type: none"><li>• Previous advocacy or volunteering experience</li><li>• Carer experiences of people who:<ul style="list-style-type: none"><li>○ Identify as Aboriginal and/or Torres Strait Islander;</li><li>○ are a member of one or more of the LGBTIQ+ communities;</li><li>○ are from a culturally and linguistically diverse (CALD) background;</li><li>○ speak a second language;</li><li>○ have a disability or chronic health condition; or,</li><li>○ live in regional, rural and remote areas.</li></ul></li></ul>
Checks, licences and registration	<ul style="list-style-type: none"><li>• National Police Check</li><li>• Working with Children’s Check</li><li>• Statutory Declaration</li><li>• Immunisation – Category C</li><li>• Representatives complete training, including working with vulnerable people and children.</li></ul>
Signature of volunteer:	
Date:	