



Drug and Alcohol Services South Australia
Community Participation Program

COMMUNITY REPRESENTATIVE ROLE DESCRIPTION

Participation Role Title:	Community Representative
DASSA Division / Unit:	Community Partnership Program (CPP)
Role Created/ Reviewed Date:	September 2023

ROLE CONTEXT

Primary Objective(s) of role:

- > Community Representatives play an important role within DASSA by assisting with continuous quality improvement opportunities to ensure the best service possible. They provide advice and feedback; advocate for **community views**; represent and communicate with communities; give suggestions for quality improvement; and actively participate in decision making with the organisation.

Induction / recruitment process

To become a Community Representative, you need to:

- > Join the Community Participation Program (CPP) Register: [CPP Register Membership Form](#)
- > Attend a group induction session: [CPP Induction Session Registration Form](#)
- > Complete the Introduction to Consumer Advocacy training through the Health Consumers Alliance
- > Complete training, as required, in Information Sharing Guidelines (only applies for participants with direct client contact)
- > Submit an Expression of Interest (EOI): [EOI Community Representative](#)
 - o All EOI's are reviewed and require endorsement from DASSA's State Director as well as the Clinical Director
- > If successful, a current National Police Clearance is required

Support provided

As a Community Representative, you will receive:

- > administrative support and a central point of contact
- > access to training and development opportunities
- > reimbursement for your time and out-of-pocket costs.

Experience / Skills required

Each participation opportunity differs in the minimum skills / experience required, but generally to be a Community Representative, it is ideal that you:

- have experience as a client, carer or community member
- are willing to share your ideas and provide feedback
- have an understanding of the range of experiences people and community groups as a whole may have

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- are able to work with others, network and communicate clearly
- are able to set aside self-interest to represent a collective view
- are able to give unbiased information to others clearly and accurately

Representatives who take part in activities with direct client contact must have an understanding of Information Sharing Guidelines (ISG). ISG requires that if you become aware of potential harms to a client or someone connected to them, you must immediately advise the DASSA staff member responsible for their care.

Types of participation / Level of commitment:

As a Community Representative, you will be able to participate in:

- > Focus groups (participant or facilitator)
- > Topic Based Panels (member or Chair)
- > Events and training days as a participant and/or presenter
- > Service planning days
- > Staff training as a co-facilitator and/or presenter
- > Strategic meetings
- > Staff interview panels

Reimbursement

You will be reimbursed in line with the SA Health Sitting Fee and Reimbursement Policy.

Generally, you will be provided:

- > A sitting fee of \$35 / hour for time spent participating (up to 8 hours at a time) or preparing (up to 2 hours at a time).
- > A higher rate of \$40 / hour for chairing a meeting / leading a project.
- > Reimbursement for out-of-pocket costs (receipts are required) and travel costs (mileage / bus tickets).

Key Result Areas	Major Responsibilities
Provide advice and feedback:	<ul style="list-style-type: none"> > Consider your range of experiences with drug and alcohol services > Identify key points / lessons learnt from your experiences > Communicate these clearly and respectfully > Provide suggestions for quality improvement, and your honest opinion on policies / services provided by DASSA
Advocate for community interests:	<ul style="list-style-type: none"> > Consider your range of experiences with drug and alcohol services > Identify views and values of your community and community groups that you represent > Communicate these in a constructive way
Actively participate:	<ul style="list-style-type: none"> > Attend events on time > Be drug and alcohol free at the time of participation > Complete preparation reading > Complete any actions you commit to > Communicate any barriers to participation to CPP staff

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Represent community views:	<ul style="list-style-type: none">> Identify the community/s you feel you belong to> Create / maintain communication channels with your community/s> Facilitate communication to and from your community/s in an unbiased way.
Provide reports:	<ul style="list-style-type: none">> Complete relevant reporting forms following each participation and forward these to CPP staff.