



Drug and Alcohol Services South Australia
Community Partnership Program

COMMUNITY PARTICIPANT ROLE DESCRIPTION

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

ROLE CONTEXT

Primary Objective(s) of role:

- > Community Participants play an important role within DASSA; providing advice and feedback, advocating for community interests, giving suggestions for quality improvement, and actively participating in the organisation.

Induction / recruitment process

To become a Community Participant, 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 training, as required, in Information Sharing Guidelines (only applies for participants with direct client contact).

Support provided

As a Community Participant, you will receive support from CPP staff, and support from other Participants / Representatives.

Experience / Skills required

Each participation opportunity differs in the minimum skills / experience required, but generally to be a Community Participant, 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 may have
- > are able to work with others, network and communicate clearly and respectfully

Participants 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.

OFFICIAL

Types of participation / Level of commitment:
<p>As a Community Participant, you will be able to participate in:</p> <ul style="list-style-type: none"> > Focus groups (participant) > Topic Based Panels (member) > Events and training days as a presenter and/or participant
Reimbursement
<p>You will be reimbursed in line with the SA Health Sitting Fee and Reimbursement Policy. Generally, you will be provided:</p> <ul style="list-style-type: none"> > 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). > Reimbursement for out-of-pocket costs (receipts are required) and travel costs (mileage / bus tickets). > For more information see: Consumer, carer and community engagement SA Health

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 > 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
Report on participation:	<ul style="list-style-type: none"> > Complete relevant reporting forms following each participation and provide these to CPP staff.