



# 12. Role Development Checklist

Job Title	Department	Award/ agreement	Classification/ level/grade	Is this position currently vacant? If not when?	Reports to	Current working hours e.g. FT, PT, Casual	Is this a new position? Yes/No	Duties and responsibilities e.g. Communicate effectively with clients and families	Major functions e.g. High level Inter-personal skills - verbal and written	Selection criteria, competencies e.g. At least one years' experience	Qualifications required e.g. Units from the community services training package	Required Experience	Personal attributes e.g. Listening, communicating clearly, empathy	Essential or desirable e.g. Essential

Remember to Update your Plan!

*This resource in the Employer's guide to implementing a peer workforce is supported by the Mental Health Commission of New South Wales.*