



## SOUTHERN ADELAIDE LOCAL HEALTH NETWORK DRUG AND ALCOHOL SERVICES SOUTH AUSTRALIA

### Community Representative on DASSA Committees/Workgroups

#### Role Description

#### Philosophy

Our Community Representatives participate on various committees and working groups to bring community insight and issues to meetings for discussion. They provide a non-clinical perspective to assist the committee to reflect the needs and experiences of patients and families.

Community Members add value and integrity to the decision-making processes of committees and workgroups. They ensure that the diversity of the community is acknowledged, respected, and adequately represented.

Community Representatives participating in sub-Committees of DASSA also become members of the DASSA Community Advisory Council for the length of their term on the sub-Committee.

#### How you can assist the Committee as a Community Representative

- Bring community insight and issues to meetings for discussion
- Provide a non-clinical perspective to assist the committee to reflect the client's experiences
- Read papers prepared for the meeting and provide community input on matters raised that relate to community experience and engagement
- Contribute to future service delivery planning ensuring DASSA has a community focus
- Review and contribute to Client Information sheets
- Request further information from the Executive Officer (EO) / Chairperson (Chair), as required to enable effective community input
- Follow up on action items, as agreed with the Chair/EO.

Each committee will vary in the level of time required.

#### Community Representative Role Expectations

As a Community Representative, it is ideal that you:

- Have experience as a community, carer or client of DASSA services
- 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
- Are able to set aside self-interest to represent a collective view
- Are able to give unbiased information to others accurately.

As a Community Representative on a DASSA Committee, you are expected to attend and participate in a minimum of 80% of committee meetings. If at any time through your appointment you or the Committee are not satisfied with the arrangements, a discussion will be held with the DASSA Clinical Director and Chair of the DASSA Community Advisory Council and your appointment may be ceased.

## Recruitment / Induction Process

To become a Community Representative on a Committee you need to apply for the role using a Nomination Form, which includes a National Police Check and evidence of COVID-19 vaccinations, and attend an interview. If successful, you then need to complete:

- Online mandatory training
- Confidentiality Agreement and Statement of Interest
- Provision of emergency contact details
- Orientation Checklist (if applicable)
- Introductory meeting with the Secretariat and Chairperson of the Committee.

## Support Provided

As a Community Representative, you will receive:

- An Agreement letter describing the role and expectations
- Mentoring and support from the Coordinator Community Participation Program & SALHN Consumer Engagement Unit and the Secretariat / Chair of the Committee
- Networking opportunities with other Community Representatives across DASSA/SALHN
- Access to training opportunities
- Access to employee counselling.

## Voluntary Hours

There is a requirement that time spent participating in this role will include voluntary hours such as training (including online), professional development, and networking events with other Community Representatives.

## Reimbursement

You will be reimbursed in line with the SA Health [Sitting Fees and Reimbursement Policy](#).

A sitting fee is available for:

- meeting attendance; and
- meeting preparation (up to 1 hour per meeting).

Community Representatives are also entitled to reimbursement for travel to and from DASSA/SALHN sites; up to a maximum of 32km.