

Position title	Mental Health Support Worker (COS)	Cost code	CMH01
Position holder	Vacant		
Program	Business Services		
Funded by	WestVic Primary Health Network		
Based at location	Horsham		
Responsible to	<ul style="list-style-type: none"> • Business Growth Program Leader • Business Services Manager • GM Business and Innovation • Chief Executive Officer 		
Direct reports	None		
Award	Grampians Community Health Mental Health Service Enterprise Agreement 2012-2016		
Classification	PSO Year 1 Level 1 to PSO Year 4 Level 3		
Hourly rate	\$21.44 to \$30.51		
Status	Part time – 12 months fixed term (with a possible further 2 years extension subject to confirmation of funding)		
Hours per week	22.8 (0.6 FTE) to 30.4 (0.8 FTE)		
PD last updated	October 2019		

Position summary

The Mental Health Support Worker will manage a case load and will support clients to achieve their recovery goals through individual support and group programs, working in collaboration with other Grampians Community Health programs and external psychosocial providers.

Background

Ballarat Community Health is the lead agency and partners with Grampians Community Health to deliver Commonwealth funded psychosocial service in the Central Highland and the Wimmera. Continuity of Support is a new service for clients who previously accessed services under Partners in Recovery (PIR), Support for Day to Day living in the community (D2DL) and Personal Helpers and Mentors (PHaMs) and are ineligible to receive services under the National Disability Insurance Scheme.

This is a non-clinical community based program with four key aims:

- Increase personal capacity, confidence and self-reliance
- Increase social participation
- Streamline access to appropriate services
- Provide flexible and responsive support at times of increased need

Key responsibilities

1. Provide individual and group support to COS target group as per WestVic PHN advice and principles.
2. Engage clients to use outreach where appropriate.
3. Conduct initial needs and assessment utilising agreed tools and processes.
4. Utilise the recovery model and client led goals to develop client action plans that build capacity.

5. Link clients to other relevant services to address physical health, needs, acute mental health and other social determinants of health.
6. Facilitate groups that will facilitate groups that increase client's capacity and promote social connection.
7. Maintain relevant client data and submit reports when required/requested.
8. Provide supervision and support to students as required.
9. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.

Key selection criteria

Qualifications

Essential

- Tertiary qualification in a relevant human services discipline

Desirable

- Solid understanding of the disability sector
- Previous experience in a similar role
- Sound understanding of the strength based recovery framework and ability to implement

Demonstrated skills, experience and/or understanding of:

- Strong commitment to the rights and needs of individuals with mental illness, their families and carers.
- Demonstrated case management experience working with individuals who experience mental illness, disability or people facing disadvantage or adversity, in a strength based recovery focused model of service delivery.
- Demonstrated understanding of psychosocial impacts on the lives of people living with mental illness.
- Demonstrated experience in implementing and facilitating group programs.
- Comprehensive understanding and working knowledge of a strength-based recovery orientation.
- Demonstrated experience working with and collaborating with a number of stakeholders.
- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Well-developed organisational skills with the ability to prioritise multiple tasks.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace cultural and practices.

Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- Current Working with Children Check
- Disability Worker Exclusion check

Personal attributes

- Ethical and inclusive
- Self-disciplined
- Collaborative and supportive
- Flexible and resilient

Conditions of employment

This position is fixed term ceasing on or before 30 June 2020 (with a possible further 2 years extension subject to confirmation of funding), and is subject to the successful completion of a six month probationary period.

Chief Executive Officer approval:

CEO signature **Greg Little** _____

Date _____

General Manager approval:

General Manager signature **Kate Astbury** _____

Position General Manager Business Support & Innovation

Date _____

Manager review:

I have reviewed and approve this position description

Manager **Mia Fraser** _____

Management position Manager Business Services

Date _____

Employee acceptance of position:

Employee signature **Vacant** _____

Date _____