



WESTERN REGION HEALTH CENTRE

POSITION DESCRIPTION

Position:	Sports and Recreation Worker
Location:	215 Nicholson Street Footscray & 2 Erica Street St Albans (However the position may be required to work from any of the Centre's sites).
Job Status:	Ongoing - Part Time at 0.6EFT (3 days per week)
Conditions of employment:	Social and Community Services Award: Social Work Class 1, Attractive salary packaging is available
Authority re Appointment:	General Manager – Primary Care Services
Reports To:	Team Leader – Intensive Outreach 2 days week & Team Leader – Brimbank Community Mental Health program 1 day per week.

PROGRAM INFORMATION

Western Region Health Centre (WRHC) has significant mental health, assertive outreach & sporting programs services funded under the Victorian State Psychiatric Disability Rehabilitation Support Services (PDRSS) and Commonwealth Government Initiatives for people who have extensive histories of diagnosed mental health issues, complex needs and homelessness.

These services are provided by WRHC to the Cities of Maribyrnong, Hobson Bay, Wyndham, Brimbank, Melton and Hume. A holistic approach to service delivery underpins WRHC mental health, assertive outreach & sporting programs services. This encompasses all aspects of health including physical health and well being, oral health, access to safe secure housing, education and employment. Mental health services work with people with psychiatric disability as a result of mental illness who often have complex needs and who are from diverse CALD backgrounds, particularly Vietnam and increasingly African communities. The people we support may be homeless or in insecure accommodation, socially isolated, and at various stages in their recovery.

Our community mental health, assertive outreach & sporting programs services provide a comprehensive and integrated range of mental health, complex needs and homelessness services across the western metropolitan region including but not limited to the following programs conveniently located across the North and West Regions:

- Structured Group Programs (Day Program, Day to Day Living)
- ACACIA, intensive outreach support to people who have extensive histories of diagnosed mental health issues, complex needs and homelessness.
- Western Storm. Day to Day Living - Sporting & Recreation Program (cricket, football, boxing and street soccer)

Building on WRHC's reputation for providing progressive and high quality mental health services all programs are provided in a framework of consumer participation, psycho social rehabilitation and recovery, and a whole of health approach.

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WRHC encourages and supports consumer and community involvement at all levels within the Centre. A key mechanism is through our *Consumer Participation Advisory Committee* that includes our CEO and consumer consultants. In addition the Centre employs consumer consultants and consumer mental health workers who are actively supported and mentored in their roles. Our consumer mental health workers have professional qualifications and/or are completing these and work as part of teams in the delivery of integrated mental health service provision.

POSITION OBJECTIVES

To manage and support the development of the Western Storm Recreation Program activities inclusive of; football, boxing, cricket and street soccer, with the aim of promoting physical activity whilst increasing social and community links for participants, and to manage and support the development of Structured Group Recreation Based Programs within our Brimbank Community Mental Health Service.

POSITION REQUIREMENTS

Culture and Team Development Western Storm

- Manage players and coordinate match day activities which will include liaison with re-link and community stake holders
- Participate in strategic planning and development activities as required.
- Participate in the leadership group; adopt the role of role model and mentor; lead by example
- Support players, staff and volunteers
- Undertake specific projects or tasks as directed by the Program Manager
- Be responsible for the ongoing development of the Western Storm Recreation Program by working with agencies to:
 - Encourage participation in the program by disadvantaged groups
 - Provide opportunities for participation in the program at all levels including on field support, fundraising, promotional activities and administration tasks
 - Promote good sports practice in relation to health and injury prevention and support players in accessing health services should injuries occur
 - Ensure appropriate first aid and transport is available at trainings sessions and match days

Structured Recreation Group Programs (Day Program, Day to Day Living)

- To design, implement and evaluate recreational group programs in response to the identified needs of the consumer group.
- To involve and consult with consumers in the development and implementation of programs.
- Facilitate consumer meetings and feedback mechanisms re service delivery/ program planning
- Be a role model, work with the clients within a health promotion framework and assist consumers to monitor their physical health.
- Work collaboratively with the consumers to identify, develop and implement Individual Program plans that articulate their goals, skills and strengths, and provide the consumers and worker with direction and purpose.
- Provide consumers with practical assistance, advocacy and referral / linkage to mainstream social and recreational activities
- Preparation of case notes, data sheets and other required documentation

Administrative Duties

- Maintain administrative records including player registration forms, inventories of program equipment and membership lists
- Maintain accurate and up to date file notes, service utilisation records and other relevant statistics as required.

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- Participation in the development and facilitation of a range of options and groups to meet the social support, recreation, education and health needs of the target group.
- Work in accord with all relevant organisation administrative policies, procedures, guidelines and systems, including those related to purchasing services and equipment.
- Contribution to updating equipment inventories and that equipment is maintained in proper and safe working order of equipment.

Team and organisation related responsibilities

- Enhance overall service delivery by working effectively, supportively and co-operatively with other staff members in one-to-one interactions, team meetings and in the daily work of the Community Mental Health, Assertive Outreach and Western Storm programs
- Participate in regular supervision with Team Leader(s), team building and team meetings
- To participate in Performance Development Review process.
- Provide support to other Team Members including Consumer Mental Health workers, Peers Support workers and volunteers
- To participate in personal and team development activities.
- Deliver Health Promotion activities.
- Participate in program and policy development

Professional Development

- Enhance the quality of service to consumers by undertaking professional development relevant to the primary work of the service and WRHC
- Participate in sponsored training and evaluation as required

Community networking and liaison

- Develop and maintain good working relationships with all key accommodation and service providers linked with the Western Storm Recreation and Structured Group Programs.
- Participate in community development, community education and similar activities, as required.
- Represent the Western Storm & Structured Group Recreation Program in forums, networks and working groups in consultation with the group facilitators.

Service and organisation development and quality improvement

To contribute to:

- The development and maintenance of effective coordination and teamwork across all WRHC services.
- Service and organisation development and quality improvement processes.
- Service and organisation planning and design, including development, implementation and review of policies, procedures, and protocols.
- The development of submissions, tenders and grants applications relevant to the programs.
- Strategic planning and development activities as required.
- WRHC Research and Evaluation Projects, as required.

Communication

- Demonstrate clear communication and fair and equitable decision making
- Report on all areas of responsibility against performance targets as required

Other duties

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Other duties consistent with this position description, as directed

General Organisational Requirements (standard)

- Participate in strategic planning and development activities as required.
- Participate in WRHC Research & Evaluation projects as required
- Report on all areas of responsibility against performance targets as required.
- Undertake specific projects or tasks as directed by the Team Leader
- Participate in Health Promotion initiatives and activities as required
- Maintain information systems on relevant resources and implement relevant administrative procedures and systems.
- Participate in regular supervision meetings and an annual Individual Development Review process with the Team Leader
- Maintain and develop standards of practice and skills by pursuing internal and external professional development opportunities.
- Promote and represent the Centre as a caring, professional, and client-focused organisation, and its range of primary health and social support services.
- Adhere to Workplace Health Safety and Well Being standards within the organisation.
- Participate in the identification of risks to the program and organisation.
- Adhere to all Centre policies and procedures

Commitment to the philosophy of Western Region Health Centre (standard)

- Commitment to the philosophy expressed in the centre's vision, goals and values statements
- Commitment to work within a community focused whole of population health approach, recognising the importance of providing a medical model within a holistic health response
- Commitment to working within a service which includes targeting of marginalised communities
- Commitment to providing services in a manner that is sensitive to the cultural background of clients.

KEY SELECTION CRITERIA

Applications are invited from suitably qualified and experienced people addressing the following areas:

Mandatory:

- Knowledge and understanding of mental illness and the service provision of the mental health, disability or welfare sectors
- Experience in the coaching of a sporting/recreational activity
- Sound communication skills
- Ability to work effectively both independently and within a multi disciplinary team
- Time and stress management skills
- Computer literate
- A current First Aid (level 2) certificate and a current Working with Children Check
- A current Victorian driver's licence and capacity to drive a 12 seater bus

Desirable:

- Relevant tertiary qualification
- Interest and experience in working in the mental health field, dealing with a range of complex needs
- A sensitivity to, and understanding of the needs of clients from culturally and linguistically diverse backgrounds
- Experience in group design and facilitation

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OTHER RELEVANT INFORMATION

- WRHC is an equal opportunity employer
- **Pre-Existing Condition Declaration**
Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position
- **Proof of Right to Work in Australia**
Documentation that proves the right to work in Australia will be required prior to appointment
- A pre-employment police check is mandatory for all new employees
- **Working with Children Check** - Appointment to the position will be subject to a satisfactory Working with Children Check
- **Voluntary Departure Package (VDP):** Recipients of Voluntary Departure Package (VDP) are ineligible to apply.
- Probation period of three (3) months
- Employees are requested to comply with the Centre's policy on staff immunisation

Employee signature: _____

Employee name: _____ Date: _____

Manager signature: _____

Manager name: _____ Date: _____