



WESTERN REGION HEALTH CENTRE LTD

POSITION DESCRIPTION

Position:	Weekend Community Mental Health Worker Rocket Residential Rehabilitation Program (Rocket)
Location:	5 Bent Street, St. Albans (However the position may be required to work from any of the Centre's sites).
Job Status:	0.2 EFT (1 day per week)
Conditions of employment:	SACS Award, Social Work Class 1. Community Health Centre (Stand Alone) Multi Employment Certified Agreement 2005
Authority re Appointment:	General Manager, Support Services
Reports To:	Team Leader, Rocket Program

WESTERN REGION HEALTH CENTRE INFORMATION

The Western Region Health Centre Ltd. is committed to improving the health and well being of the people who live and work in the Western Region by providing an accessible range of comprehensive, high quality and integrated health and welfare services.

Our Vision

Leaders of primary health to diverse communities through partnership and innovation

Our Goal

- To deliver high quality, responsive primary health services within a population health approach targeting at risk groups
- To integrate service users and community views to provide accessible, relevant and effective services
- To continue the culture and reputation of the Centre as financially strong and sustainable, and a positive place to work
- To lead advocacy that influences the development of policy and innovation
- To initiate research and evaluation that ensures continuous quality improvement
- To be an employer of choice

ROCKET PROGRAM INFORMATION

Rocket is a joint program of: Western Region Health Centre and the Dousta Galla Community Health Centre. The Western Region Health Centre ROCKET program located in St Albans covers the outer western metropolitan region whilst the Dousta Galla Community Health Centre program located in Essendon covers the inner western metropolitan region.

Rocket is a psychosocial residential rehabilitation service for young people aged 16-24 who are experiencing serious mental health issues and complex needs i.e. risk of homelessness, self-harming and/or substance abuse issues.

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Author: *Program Manager Residential CMH* **Date Revised:** *10/01/2011*

The framework for service delivery at Rocket involves working collaboratively with families, clinical supports and other internal and external service providers to ensure a holistic, best practice approach which supports the building of social networks, self-reliance and community connections. Using a strength based recovery approach we recognise that a person can recover from a mental illness and other complex issues to live a fulfilling life. We aspire to optimise a person's potential, wellbeing and participation in their community prior to moving into independent living.

Accommodation is provided for up to 9 young people who may participate in the program for up to two years. Rocket offers participants a range of individual and group based activities including:

- Living skills
- Communication and social skills
- Decision making and problem solving skill
- Recreation
- Reducing harm associated with substance use

Participants also receive support to access: local health and counselling services; education, training and employment services; mental health services; housing services and drug and alcohol services. Key workers support participants in identifying their goals and strengths, developing skills and knowledge and accessing community resources.

This position reports to the Rocket Team Leader who reports to the Program Manager – Community Mental Health Residential Programs

POSITION OBJECTIVE

The Rocket Community Mental Health Support staff work closely as a team to provide flexible, intensive rehabilitative support to participants – utilising both individual and group opportunities. Staff work collaboratively with families, clinical supports and other internal and external service providers to ensure a holistic, best practice approach is maintained.

Key Objectives:

- To provide psychosocial support to Rocket participants within a residential setting;
- To participate in the development and facilitation of a weekend group that will meet the social, recreational, educational and/or health needs of the target group.

POSITION REQUIREMENTS:

Client Services:

- Assisting young people in the program to develop and maintain a sustainable and meaningful lifestyle;
- Supporting participants to develop and maintain social, domestic, personal care, recreation and other skills needed for independent living and self management in the community;
- Participating 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.
- Working in conjunction with keyworkers, participants, case managers, families and other relevant professionals in supporting participants with their Individual Recovery Plans (IRP's) and goals;
- Outreach support to assist participants to be ready for the program and on exit as required;
- Liaising with other relevant services and professionals in relation to a the participants needs e.g. mental health services, drug and alcohol services, counselling, education, employment/training services, community health centres, accommodation etc.;
- Ensuring practice is sensitive to carers and family members

Administrative Duties:

- Keeping accurate and up to date case notes, service utilisation records and other relevant statistics as required.

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- Working in accordance with all relevant organisational administrative policies, procedure, guidelines and systems, including those related to purchasing services and equipment.
- Contributing to updating equipment inventories and that equipment is maintained in proper and safe working order.

Team and organisation related responsibilities:

To participate in a range of team and organisational activities, including:

- Regular supervision with the Team Leader.
- Performance and Development Review process.
- The development and maintenance of an effective team.
- Participating in personal and team development activities.
- Health Promotion activities.

Community networking and liaison:

To contribute to:

- Developing and maintaining excellent working relationships with Area Mental Health Services and community service providers.
- Participating in community development, community education and similar activities, as required. This includes identifying service gaps and access barriers and potential ways to address these problems.
- Representing WRHC in forums, networks and working groups, in consultation with the Team Leader.

Service and organisation development and quality improvement:

To contribute to:

- The development and maintenance of effective coordination and teamwork across all areas of the program.
- 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 grant applications relevant to the services.
- Participate WRHC Research and Evaluation Projects as Required

Culturally and Linguistically Diverse Focus:

- Provision of services in a manner that is sensitive to the cultural background of clients.

General Organisational Requirements (standard)

- Report on all areas of responsibility against performance targets as required.
- Undertake specific projects or tasks as directed by Team Leader.
- 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 WRHC 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.

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- Commitment to providing services in a manner that is sensitive to the cultural background of clients.

Other duties:

- Other duties consistent with this position description, as directed.

KEY SELECTION REQUIREMENTS

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

Mandatory:

- A relevant qualification and/or demonstrated equivalent experience in mental health, general health, housing, disability, or welfare sectors. Examples of relevant qualifications are Social work, Welfare Work, Youth Work, Community Development, etc.
- Experience in and/or understanding of residential service provision in health or community services, particularly mental health and the principles that underpin the work.
- Experience in and understanding of group work in health and community services, particularly in mental health.
- Ability to work effectively both independently and within a multi disciplinary team.
- A sensitivity to, and understanding of, the needs of clients from culturally and linguistically diverse backgrounds.
- Well-developed communication and interpersonal skills
- Computer and word processing skills.
- Current *Victorian Drivers Licence*
- Current *Working with Children Check*.

Desirable:

- Experience in working in the mental health sector,
- Experience in working with young people and dealing with a range of complex needs
- Sound understanding of the principles of psycho-social rehabilitation and duty of care
- Ability to speak a community language.

OTHER RELEVANT INFORMATION

- **Employer:** WRHC is an equal opportunity employer.
- **Wages and conditions:**
 - SACS Award, Social Worker Class 1 - Community Health Centre (Stand Alone) Multi Employment Certified Agreement 2005. The effective fully time salary is: \$48,105 - \$51,324 paid at pro rata hours of work.
 - Penalty rates are paid for weekend, on call/recall and out of hours work
 - The starting level is negotiable subject to experience
- **Salary Packaging:** Attractive salary packaging is available in accordance with organisation policy.
- **Hours of Work:** The position is 0.2EFT and is worked as one weekend per fortnight (Saturday & Sunday) 10am – 6pm. Overtime is not a usual requirement of the position, however due to the nature of the program; some flexibility in hours may be required.
- **Annual Leave:** 5 weeks Annual Leave (pro rata) is given as per Community Health Centre Multi Employer Certified Agreement 2005 (in recognition of on call / weekend work)
- **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.
- **Police Check:** 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.
- **Probation:** Probation period of three (3) months.
- **Voluntary Departure Package (VDP):** Recipients of Voluntary Departure Package (VDP) are ineligible to apply.
- **Immunisation:** Employees are requested to comply with the Centre's policy on staff immunisation.
- **Further information:** Contact Maggie Toko, Team Leader Community Mental Health Programs on 93109100 or via email maggiet@wrhc.com.au

Please note that Key Selection Criteria must be specifically and separately addressed in your application. Applicants who do not address the Key Selection Criteria will not be considered

Employee signature: _____

Employee name: _____ Date: _____

Manager signature: _____

Manager name: _____ Date: _____