

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: MENTAL HEALTH CARER WELLBEING PROGRAM WORKER

P.O. Box 1121
Bendigo Central
Victoria 3552

Central Site:
Ph: (03) 5448 1600
Fax: (03) 5448 1699

Eaglehawk Site:
Ph: (03) 5434 4300
Fax: (03) 5434 4355

Kangaroo Flat:
Ph: (03) 5430 0500
Fax: (03) 5430 0544

Elmore Primary Health:
Ph: (03) 5432 6001
Fax: (03) 5432 6101

Name:	
Position number:	
Agreement:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2013 - 2015
Classification:	Dependent upon qualifications and experience
Site:	Kangaroo Flat site however must include that the position may work from any Bendigo based BCHS site as negotiated
Hours per fortnight:	76.0 hours per fortnight
Tenure:	Fixed term to 30 June 2018
Position description developed:	March 2017
Responsible to:	Terrie Killen, Manager - Strong Start

1. Position Role

The role of the position is:

1. To engage, support and inform Carers of people with a mental illness to navigate the National Disability Insurance Scheme (NDIS) rollout; eligibility, access and referral options.
2. Support those who are not eligible under the NDIS to develop a care plan and access Community based services.
3. To assist with engagement and establishment of health and wellbeing programs with a focus on carers of those with a mental illness.
4. To work with a range of service providers to ensure optimal access and opportunity for community participants from diverse backgrounds.
5. Undertake general enquiries with regards to the NDIS for people aged between 9 and 64 years.
6. The position will have some travel requirements across the broader Central region. Travel and accommodation will be provided by the program / organisation.

2. Position Responsibilities

The responsibilities of the position are:

1. Engagement with mental health carers, with an emphasis on carers from an Indigenous of Culturally and Linguistically Diverse background.
2. To liaise with a range of mental health and psychosocial services to ensure streamlined referral pathways.
3. Strengthen strategies that promote an integrated approach to health promotion.

BENDIGO COMMUNITY HEALTH SERVICES

4. To work in partnership with key stakeholders to ensure carers and consumers are identified, engaged and supported to register and receive services under the NDIS.
5. To assist with program development and participate in ongoing evaluation and monitoring of programs as required.
6. Design opportunities for carers to focus on their own mental health, wellbeing and social supports.
7. To assist carers to understand eligibility for NDIS, and support access to both NDIS and other relevant services as required.

3. The Role of the Team

Teams within Bendigo Community Health Service provide a range of information, service coordination and direct service provision under the National Disability Insurance Scheme. The organisation provides a number of publically funded support services that will compliment and support this position, including mental health and counselling services, Alcohol and other Drugs treatment Services, Medical Practice and Allied Health Specialisation.

4. Key Selection Criteria

4.1 Essential

1. A Bachelor of Social Work or equivalent.
2. Highly informed in relation to the roll out of the National Disability Insurance Scheme and how it applies to people with a Mental illness.
3. A demonstrated understanding of the mental health sector and the role of carers.
4. Demonstrated understanding of the social model of health.
5. The ability to build and develop positive relationships with both internal and external consumers and stakeholders.
6. Demonstrated capacity to facilitate lifestyle and wellbeing programs and assist with evaluation.
7. Demonstrate an understanding of safety and risk management issues related to the key areas of program delivery and practice.
8. Personal commitment to promoting equality, diversity and human rights in all aspects of service delivery.
9. Demonstrated ability to work as a member of a multidisciplinary team.
10. An understanding of the need for data gathering and the ability to collate data to meet deadlines

4.2 Desirable

1. Post graduate qualification in Community Development, Group Facilitation.
2. Intermediate to high level skills in Microsoft Office programs.
3. The ability to confidentially maintain accurate records in accordance with BCHS procedures.

5. Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

6. Staff Review & Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in

BENDIGO COMMUNITY HEALTH SERVICES

addition to the relevant Branch and Team Plans and the following Performance Indicators.

6.1 Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

6.2 Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients.

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

6.3 Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

6.4 Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

6.5 Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide service delivery to meet identified need, project milestones and objectives and reporting requirements.
- Demonstrate positive outcomes for clients through your intervention;
- Show evidence of an integrated service delivery approach for clients;
- Participate in and manage to an agreed budget for your program;

BENDIGO COMMUNITY HEALTH SERVICES

6.6 Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

6.7 Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

7. Other Essential Requirements

Staff will:

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Present a current Working with Children Check.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

BCHS believes that *“Quality is everyone’s business, safety is my responsibility”*

- Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

.....

Approved: Andie West
Executive Director - Programs

Date:/...../.....

.....

Agreed: Mental Health Carer Wellbeing Program Worker

Date:/...../.....