

Position description



Title:	Mental Health Recovery Worker
Business Unit:	Community Mental Health
Location:	185 Baillie Street Horsham
Employment type:	Full Time, Maximum term ending 30/06/2021
Reports to:	Program Leader Community Mental Health

About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

Position purpose

The Mental Health Recovery Worker will work as part of a Mental Health Team providing support and advocacy to people with a mental health condition.

The position will provide an outcome focused, time limited form of mental health recovery modelled service delivery. Through individual program planning, the position will support participants' lifestyle choices and assist participants to access community resources, enhance their everyday living skills and achieve their mental health and wellbeing goals.

The position will support participants as they navigate through the NDIS process and then provide specific supports according to the participants NDIS Mental Health goals.

Scope

Budget:	Nil
People:	Nil

Approval: (position [see delegations of authority policy])	Page 1 of 4	Position Description: (Position title)
Date Approved: (insert date)		Next Review Date: (Insert date)

Relationships

- Internal:**
- Community Mental Health Team
- External**
- Area Mental Health Service, Mental Health Team and other community services agencies.
 - NDIS/NDIA
 - Latrobe Community Health
 - Local GP's
 - Local Psychologists/Counsellors/Psychiatrists

Key responsibility areas

- Service delivery**
- Work equitably with participants with respect for each individual's right to dignity, privacy, independence and respect.
 - Assist participants to identify personal goals and develop an individual program plan outlining strategies to achieve these goals.
 - Assist participants apply for the NDIS.
 - Assist participants identify their goals and prepare for NDIS planning meeting.
 - Support participants during their NDIS planning meetings.
 - Meet required KPI's for NDIS participants (including recording and meeting required billable hours, writing reports, maintaining a required level of direct client hours).
 - Record, monitor and meet required billable hours for NDIS participants.
 - Develop service agreements for NDIS participants.
 - Conduct annual reviews for NDIS participants, write reports and make recommendations regarding support needs for following year.
 - Write clear, concise and accurate case notes in a timely manner and according to high professional standards.
 - Develop wellness plans and crisis/safety plans with participants.
 - Conduct initial assessments.
 - Complete reports and support letters as required
 - Develop trusting, positive and professional relationships with program participants and other service providers.
 - Provide information to the participants and advocate when necessary to facilitate access to community services and facilities.
 - Support participants in facilitating their own recovery from mental illness by enabling empowerment and choice and the promotion of personal resilience and social inclusion.
 - Work collaboratively with other service providers when relevant, to ensure holistic service provision and to assist with achieving best client outcomes.
 - Make referrals to other services when required.
 - Facilitate participants through their selected pathway of recovery.
 - Utilise the various recovery focused tools and strategies for one to one support with participants.
 - Deliver the Mental Health Program within both a group and individual format.
 - Conduct community or regional connection development activities that may include group presentations on mental health.
 - Facilitate group activities.
 - Provide support in enhancing participants' daily living skills.

Approval: (position [see delegations of authority policy])	Page 2 of 4	Position Description: (Position title)
Date Approved: (insert date)		Next Review Date: (Insert date)

Position description

Mental Health Recovery Worker



- Liaise with carers, families and significant others involved in providing care, including specialist and generic agencies.
- Exercise responsibilities using judgement, skills and knowledge where procedures are not clearly defined.
- Participate in relevant service networks and work in partnership with other agencies and funding bodies to continually improve and develop quality services.
- Actively participate in collaborative community education strategies to enhance community understanding of mental health services.
- Integrate the needs of recipients of mental health services into other services provided by Uniting.
- Cultivate proactive team spirit by supporting regular and systematic meetings and joint planning exercises.
- Cultivate team spirit by assisting with additional administration tasks as required.
- Additional duties as requested by Program Leader and/or Manager.

Reporting and Administration

- Enter information on the client record system, ensuring clients have records and care plans that are up to date and meet quality standards, statutory, organisational and funding body requirements.
- Complete requests for statistical and other information in a timely and accurate manner.

Continuous Quality Improvement

- Identify and adapt best practice benchmarking indicators in the delivery of services.
- Promote a continuous learning environment that responds to the needs of service users.
- Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes.
- Identify and participate in professional development that ensures the continuing high quality delivery of services.
- Actively participate in regular supervision and annual performance plan reviews.
- Assist with and support internal and external audit processes.
- Contribute to operational planning including long term planning to improve services and outcomes.
- Support desirable change initiatives aligning to Uniting's corporate direction.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.

Approval: (position [see delegations of authority policy])	Page 3 of 4	Position Description: (Position title)
Date Approved: (insert date)		Next Review Date: (Insert date)

Position description

Mental Health Recovery Worker



- Promptly respond to and report health and safety hazards, incidents and near misses to line management.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

Person specification

Qualifications

- Social Work, OT, Counselling or equivalent qualifications highly desirable.
- Minimum qualifications of Certificate IV in Mental Health and/or Certificate IV in Alcohol and Other Drugs.

Experience

- Sound discipline knowledge, including the underlying principles of mental health recovery support gained through experience, education and/or training.
- Knowledge of the statutory requirements related to community mental health support services.
- Experience highly desirable

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values.
- Sound knowledge and understanding of the Mental Health Recovery Model.
- Understanding of the principles that underpin mental health Recovery support.
- Sound knowledge of the NDIS processes and the impact of this for people with mental illness.
- Proven reporting, time management and administrative skills.
- Demonstrated commitment to professional development.
- Excellent communication skills and interpersonal skills, demonstrated through examples of working successfully to gain the co-operation of colleagues and clients.
- Ability to work collaboratively within a team environment

We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

Employee

Manager

Name:

Signature:

Date:
