

Position title	Mental Health Support Worker (COS/PRC)		
Position holder	Vacant		
Program	Business Services		
Funded by	WestVic Primary Health Network / Grampians Community Health		
Based at location	Stawell		
Responsible to	<ul style="list-style-type: none"> • Program Leader Business Growth • Manager Business Services • General Manager Business Support and Innovation • Chief Executive Officer 		
Direct reports	NIL		
Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017		
Classification	Social Worker Level 3 Class 1 Pay Point 1 to Pay Point 4 Welfare Worker Level 2 Class 1 Pay Point 1 to Level 3 Class 1 Pay Point 4		
Hourly rate	SW: \$31.75 to \$34.04 WW: \$28.41 to \$34.04	Annual	\$50,190 to \$53,810 \$44,910 to \$53,810
Status	Part time – Fixed term to 30 June 2021		
Hours per week	30.4		
PD last updated	June 2020		

Position summary

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 (COS) is a 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 have been indicated as ineligible to receive services under the National Disability Insurance Scheme (NDIS).

The Mental Health Support Worker 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.

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

Planned Respite – Community (PRC) services aim to assist in sustaining existing relationships between people with a mental illness and their carer. The support worker will undertake activities to provide respite to carers for a period of time.

Key responsibilities

1. Provide individual and group support to target groups upon funding bodies' advice and principles.
2. Facilitate groups that increase client's capacity and promote social connection.

3. Conduct initial needs and assessment utilising agreed tools and processes.
 4. Utilise the recovery model and client led goals 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. Maintain relevant client data and submit reports when required/requested.
 7. Provide supervision and support to students as required.
 8. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.
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Key selection criteria

Qualifications

- Tertiary qualifications in a relevant human services discipline

Desirable

- Demonstrated experience working in disability and/or mental health services
- Understanding of the strength based recovery framework and the 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 experience in developing, implementing and facilitating group programs.
- Demonstrated experience working with individuals who experience mental illness, disability or people facing disadvantage or adversity
- Understanding of psychosocial impacts on the lives of people living with mental illness.
- 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
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Conditions of employment

This position is fixed term ceasing on 30 June 2021 and is subject to:

- Successful completion of a six month probationary period

And requires the following checks:

- Satisfactory police check
- Working With Children Check
- Clear Disability Worker Exclusion Scheme check

Note: Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

Chief Executive Officer approval:

CEO signature

Greg Little

Date

General Manager approval:

General Manager signature

Kate Astbury

Position

General Manager Business Support and Innovation

Date

Manager review:

I have reviewed and approve this position description

Manager

Mia Fraser

Position

Manager Business Services

Date

Employee acceptance of position:

Employee signature

Vacant

Date
