

<b>Position title</b>	NDIS Mental Health Support Worker		
<b>Position holder</b>	Vacant		
<b>Program</b>	Business Services		
<b>Funded by</b>	Grampians Community Health		
<b>Based at location</b>	Stawell/Ararat		
<b>Responsible to</b>	<ul style="list-style-type: none"> <li>• NIL</li> </ul>		
<b>Direct reports</b>	<ul style="list-style-type: none"> <li>• Program Leader Business Growth</li> <li>• Manager Business Services</li> <li>• General Manager Business Support and Innovation</li> <li>• Chief Executive Officer</li> </ul>		
<b>Award</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017		
<b>Classification</b>	Welfare Worker Level 2 Class 1 Pay Point 1 to Level 3 Class 1 Pay Point 4		
<b>Hourly rate</b>	\$28.41 to \$34.04	<b>Annual</b>	\$44,910 to \$53,810
<b>Status</b>	Part time		
<b>Hours per week</b>	30.4 (0.8 FTE)		
<b>PD last updated</b>	June 2020		

### Position summary

Grampians Community Health is a service provider to participants of the National Disability Insurance Scheme (NDIS).

The NDIS Mental Health Support Worker provides community based psychosocial support to people aged 16 years to 65 years whose functioning has been impacted as a result of mental health issues.

The NDIS Mental Health Support Worker provides direct outreach support, supports the linkage of participants to other appropriate services, and assists in improving the coordination of care and increased community access and participation for participants.

### Key responsibilities

1. Provide NDIS services to eligible participants in an agreed NDIS Service Plan with Grampians Community Health and participate in the annual reviews of client plans.
2. Provide support to participants to develop and implement strategies to achieve sustainable outcomes.
3. Facilitate or assist a variety of psychosocial group therapies to help develop new skills, interpersonal capacity and to manage group dynamics for participants to better relate to self and others.
4. Proactively build positive relationships with program participants through collaboration, participation, respect and response to individual needs.
5. Monitor and evaluate services and respond to changing needs of clients.
6. Work collaboratively other service providers and health professionals to meet the needs of participants.

7. Provide basic counselling, support and advocacy on behalf of participants/carers when necessary.
  8. Ensure data requirements and case notes are maintained.
  9. Work in accordance with the National Mental Health Standards.
  10. Provide supervision and support to students as required.
  11. 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

- Relevant tertiary qualifications in a relevant human services discipline
- Or two years' experience working in a relevant field and a willingness to attain further qualifications
- NDIS orientation module

#### Desirable

- Demonstrated experience working in disability or mental health services
- Understanding of the strength based recovery framework and the ability to implement with participants

#### Demonstrated skills, experience and/or understanding of:

- Strong commitment to the rights and needs of individuals with mental illness, their families and carers.
- Understanding of psychosocial impacts on the lives of people living with mental illness.
- Demonstrated experience to provide basic counselling, support, motivation and guidance.
- Demonstrated experience in implementing and facilitating group programs.
- 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 ongoing 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.

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## 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**