

TEAM:	Child Youth and Family Services
LOCATION:	North Metro
REPORTING LEADER:	<i>Executive Child, Youth and Family Services</i>

ABOUT HELPINGMINDS

HelpingMinds Limited is a long-established non-profit organisation that provides safe and high quality services in the community to support families, carers and people living with a mental health issue. We provide support and hope to live the best life possible.

Our Purpose is by providing hope, we support our clients, carers and families to live their best lives possible.

Our Mission is to support family recovery and make a positive difference in the community and mental health sector through advocacy, education and the delivery of quality support services.

HelpingMinds promotes mental wellbeing by supporting individuals, families and friends to recovery.

- We understand families are important to the person living with mental distress.
- We understand every family is different
- We understand the importance of listening
- We understand the importance of connections
- We help build skills and confidence
- We empower hope in you and your family through your recovery journey

As a values-led organisation all team members act in accordance with our values of Hope, Collaboration, Trust, Integrity and Respect. Each team member undertakes their role utilising their unique skills and abilities to contribute to our purpose and mission.

PURPOSE OF THE ROLE

This position provides accessible, responsive, high-quality and integrated community mental health services that improve the lives of young people who are at risk of developing mental health issues.

Family Support Counsellors are required to work with children, young people and their families and carers, to identify and develop supports to address significant risk factors that may be impacting on their lives. Counsellors must also identify and strengthen the protective factors in their lives to reduce the impact of issues that may produce poor mental health outcomes later in life.

The objective will be achieved through provision of:

- Short-term assistance for families which may include: Assessment of needs attending workshops; information or referrals; and, limited direct support
- Intensive, long-term, early intervention support for children, young people and their families which may include: Assessment and identification of needs; practical assistance and home-based support; linking with other relevant services; and targeted therapeutic groups

PRIMARY DUTIES AND RESPONSIBILITIES

Key Outcomes

- Children and young people have improved emotional health and wellbeing
- Children and young people can better manage the different aspects of their lives
- Families and carers are helped to support their children and young people
- Restoring the cohesion and sense of belonging in families.
- Providing a gateway for families to become part of the broader community and restore their sense of belonging in the community.

1. Service Delivery

- A primary focus on delivering services to children and young people within a family context, expectation of booking 5 recordable hours a day. This can include one on one support, advocacy, group sessions or networking.
- Capacity to respond quickly and early to make a difference in achieving outcomes for children, young people and families
- Flexible use of funding to provide practical assistance tailored to the needs and situation of each child, young person and family
- The establishment of partnerships and linkages with other services to establish good referral pathways into and out of the service in order to reach vulnerable children, young people, families and carers who may not otherwise engage with the mental health or children's service sector
- Undertake initial and on-going needs assessments with young people
- Provide assessment, interventions, psycho-education and ongoing referral service to young people at risk of, or experiencing, mental illness
- Provide information and referral service for young people and their families
- Provide written reports and feedback when required by referral sources and other relevant agencies

2. Community Development & Advocacy

- Promote the activities of HelpingMinds through liaison and networking with local, state and federal government facilities, referral agencies/community groups and other organisations as necessary
- Establish, foster and maintain close working links with relevant Aboriginal, non-aboriginal and CALD service providers to develop and maintain effective services to young people and their families.
- Establish, foster and maintain close working relationships with relevant mental health and other service providers
- Advocating for young people and children

3. Administration

- Work to an annual work plan
- Complete all administrative tasks related to this role within required timeframes
- Monthly reporting of data as per service agreements and organisational requirements
- Reporting Portal to be kept up to date with all activities
- Prepare relevant reports in an accurate and timely manner
- Participate in meetings with other HelpingMindsTeam members

Other

In addition to your role specific responsibilities, HelpingMinds expects Employee's will:

- Perform other duties as requested or required and which are within the scope of their role and the capabilities of the employee.
- Work and act within the legal and financial constraints and boundaries of your role including but not limited to:
 - The Mental Health Legislation and Carers Recognition Act
 - Commonwealth and State Funding Agreements
 - Industrial Laws and Occupational Health and Safety Legislation,
 - The 2016 HelpingMinds Staff Agreement as well as current organisational Policies and Procedures.
- Work in accordance with your level Employee Classification Definition according to the HelpingMinds 2016 Staff Agreement

KEY PERFORMANCE INDICATORS

- NA

Governance, Safety and Quality Requirements

In addition to your role specific responsibilities, HelpingMinds expects team members will:

- Perform other duties as requested or required and which are within the scope of their role and the capabilities of the employee.
- Be responsible for ensuring, as far as practicable, the provision of a safe working environment.
- Have an understanding and fulfils National Safety and Quality Standards requirements including but not limited to:
 - Participating in continuous safety and quality improvements actions, such as audit reviews and drills that result in improvements to patient care, team member knowledge or the consumers experience that align with actions describes within the standard.
 - Participating with the development, implementation, reporting and monitoring of HelpingMinds activities.
 - Ensuring records and statistics are kept in accordance with establish procedures.
 - Participating in annual performance development review.
- Perform duties and acts within the legal and financial constraints and boundaries of your role including but not limited to:
 - The Mental Health Legislation and Carers Recognition Act;

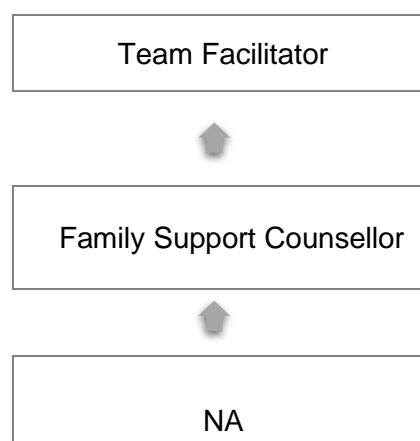
- Commonwealth and State Funding Agreements;
- Industrial Laws and Occupational Health and Safety Legislation;
- The National Mental Health Standards 2010;
- The National Standards for Disability Services;
- The Australian Commission Safety and Quality Standards for Accreditation version 2;
- The HelpingMinds Staff Agreement 2016 as well as current organisational Policies and Procedures;
- HelpingMinds Code of Conduct, NDIS Code of Conduct and
- Work in accordance with your Employee Classification Definition according to the HelpingMinds Staff Agreement 2016.

AUTHORITY AND SUPERVISORY REQUIREMENTS

This role may have duties under the purview of other management team members, however, will ultimately report to:

This position is:

Roles reporting to this position:



POSITION STATUS, REMUNERATION AND BENEFITS

Position type:	Full-time
FTE:	1.0 FTE
Position Classification:	Salary level 3
Wellness days:	2 Wellness days per calendar year (more than 0.5 FTE) 1 Wellness day per calendar year (less than 0.5 FTE)
District and Remote Allowances:	Employees located in regional WA may be entitled to payment of District and Remote allowances.

Salary Packaging	Permanent employees salary packaging available up to \$15,900 <i>*HelpingMinds recommends employees seek independent advice prior to salary packaging**</i>
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ESSENTIAL MINIMUM SELECTION CRITERIA

QUALIFICATIONS AND LICENCES

- Current Driver's License and reliable vehicle
- National Police Clearance
- Working with Children Check
- A relevant Qualification (Community Services – Youth, Counselling, Psychology, or Mental Health training)

EXPERIENCE, SKILLS AND KNOWLEDGE

- Demonstrated high level oral and written communication skills
- Demonstrated ability to work as part of a team to achieve team goals
- Understanding of the principles of recovery and psychosocial rehabilitation
- Demonstrated knowledge and understanding of issues for young people who are at risk of developing, or are showing signs of, mental illness
- Experience providing counselling support to children and young people
- Proven history of developing and maintaining productive working relationships with key external stake holders and referrers
- Effective organisational and time management skills
- Sound IT skills including use of data reporting programs

DESIRABLE SELECTION CRITERIA

- Experience working with Culturally and Linguistically Diverse (CALD), and Aboriginal and Torres Strait Islander people
- A relevant Degree level qualification or substantial progress towards one

EMPLOYEE DECLARATION

I have read and understand the responsibilities and duties set out in this job description.

Signed: _____

Date: ____/____/____

Print name: _____

HelpingMinds is an equal opportunity employer supporting diversity in the workplace. We are committed to creating a safe environment for all team members and clients. To view our diversity statement please visit the HelpingMinds website

<https://helpingminds.org.au/diversity-statement/>

This document can be made available in alternative formats on request for a person with a disability.