

Position Description: Mental Health Support Worker

Position Details

Position Title:	Mental Health Support Worker
Classification:	SCHCADS Level 2
Location:	Mentis Assist Mornington (or other locations as directed)
Time Fraction:	Casual
Contract Detail:	Casual

Organisation Overview

Mentis Assist is a not-for-profit mental health service and National Disability Insurance Scheme (NDIS) service provider that supports people with ensuring mental illness and psychiatric disabilities. Mentis assists people to recognise their values, strengths and goals, with an emphasis on improving health and wellbeing, independence, social participation and enhancing meaningful relationships with significant others.

Mentis was established in 1987 and has evolved significantly to become a leader in the areas of delivering flexible support packages tailored to the individual using strengths-based, recovery-orientated practice, quality and evidenced based service provision.

Mentis strives to provide opportunities for people living with mental illness to enjoy a meaningful life by strengthening self-identity, personal responsibility and hope. Our vision is for optimum personal recovery and wellbeing. We believe that recovery-orientated practice is a partnership where the person with the lived experience is the expert in their recovery. Our staff bring their understanding and expertise to support this journey.

Our service model incorporates the 'Victorian Framework for Recovery-Orientated Practice' (2011) and the National Mental Health Standards (2010). At Mentis we believe that recovery practice must support choice and control, be person-centred, accepting of diversity, strengths-based, provide respect and dignity, community connection and participation. Mentis places high importance on maintaining a skilled, supported and informed workforce, providing opportunities for reflective practice, flexibility and innovation, developing and maintaining collaborative partnerships, evaluation, planning and continuous improvement.

Conditions of Employment

- In accordance with the National Employment Standards and relevant award: Social, Community, Home Care and Disability Services (SCHCADS) Award 2010 (which is incorporated in the Mentis Assist Enterprise Agreement 2018), Health Professionals and Support Services Award 2010, or Nurses Award 2010 or non- award depending upon position.
- Generous salary packaging tax exempt benefits in accordance with ATO guidelines and Mentis Assist policies
- Satisfactory pre-employment screening checks including National Police Check, Safety Screening Statutory Declaration, International Police Check/Statutory Declaration (if required), Working with Children Check, Qualification Check, Employment History and Referee Check.
- Mentis encourages people with a disability to apply and encourages full disclosure of illness or disability.
- Mentis Assist is a smoke free workplace
- Right to work in Australia

Qualifications and Requirements

- Current Police Check and Working With Children Check
- Current Driver's Licence
- Certificate III in Individual Support or Certificate III in Aged Care/Disability/Home and Community Care. Certificate IV in Mental Health or higher will be highly regarded. Current study in these areas may also be considered along with relevant experience.
- Current first aid certificate with CPR (HLTAID003).
- Mentis Assist has a strong commitment to participation of people with lived experience in our workforce. We invite qualified people with lived experience of mental health issues to apply. We also welcome diversity in the workplace and invite suitably qualified people from other communities to apply. Applications from suitably qualified Aboriginal or Torres Strait Islander people will be highly regarded.

Position Overview

The Mental Health Support Worker provides support to clients in accordance with the client's NDIS plan. This can include providing client transport to assist the client with local community access and the tasks of daily living. The Mental Health Support Worker also completes documentation to demonstrate that services have been provided according to the client's NDIS plan. The duties of the Mental Health Support Worker are undertaken in a client centred manner to support the client's choice and control within their own situation.

Line Manager

Program Manager and NDIS Team Leader.

Key Accountabilities and Duties

According to the client's NDIS plan:

- Duties include but are not limited to providing assistance with the following personal activities:
 - Local transportation and travel
 - Community participation
 - Household tasks
 - Accessing group activities
 - Development of life skills
 - Meal planning and preparation
 - Exercise and physical fitness
 - Personal budgeting,
 - Shopping
 - De cluttering
 - Appointment booking
 - After hours and weekend activities
 - Other personal activities.
- Promote the dignity, privacy and confidentiality of the client
- Respect the client's right to make informed choices and decisions.

Administration

- Comply with Mentis Assist's administrative procedures (submission of time sheets, petty cash reimbursements, leave forms etc.)
- Report incidents that may impact negatively on the health and wellbeing of clients
- Complete required client reports accurately and within required timeframes.

Health and Safety

- Follow Mentis Assist's health and safety policies
- Take reasonable care of your own health and safety and that of the clients and your coworkers
- Immediately report any work related injury, illness or hazard

Teamwork and Communication

- Cooperate positively within the team
- Assist and provide information to other team members regarding the care and support of clients
- Attend and contribute to team meetings

Key Selection Criteria

1. Qualifications and requirements as above
2. Demonstrated ability to provide the best quality care and support to clients
3. Values diversity and understands the principles of social inclusion
4. Well-developed written, oral and interpersonal communication skills
5. Ability to work in a busy team environment and respond to changing work rosters – weekend, early morning and evening work may be required
6. Understanding of privacy and confidentiality issues
7. Ability to set and maintain professional boundaries
8. Ability to ensure client choice and control in the execution of their NDIS plan.

Acknowledgment for Receipt of Position Description

I have received a copy of the Position Description and have read and understand its contents. I understand that this Position Description is an indication of the duties and responsibilities that I may be required to undertake. From time to time, I may be required to undertake other duties within my skills and experience.

Name: *(please print)* _____

Signature: _____ Date: _____