
TEAM:	People and Culture
LOCATION:	Perth
REPORTING LEADER:	<i>Care Governance Leaf</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

The Co-located Carer Peer Support Worker provides emotional and practical support to carers on an individual and group basis. Assisting with identifying their needs for support and helping them to navigate their way through mental health services and discharge processes. Promoting hope for recovery of their loved one, choice and self-determination, they emphasise the importance of maintaining health using shared experiential knowledge, skills and strategies for caring for a person experiencing a mental health challenge.

The Co-located Carer Peer Support Worker also participates in peer to peer supervision, operational team meetings and regular meetings with social worker based onsite locations either virtually or onsite.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Carer Peer Support

- Provide direct carer peer support to carers, families and significant others, engaging in individual and group peer support, modelling self-advocacy and participating in educational activities.
- Use own lived experience of caring to support the carers journey, promoting optimism and sharing information, skills and strategies if appropriate.
- Model self-advocacy strategies and encourages carers towards self-advocacy. Acts as the carer's voice only when required.
- Develop and manage relationships with carers ensuring establishment and maintenance of appropriate boundaries and understanding of carer peer role.
- Ability to identify risk situations and act in accordance with internal escalation policy.
- Engage with carers, providing hope and assisting carers by encouraging them and developing tools to assist them in their journey ensuring this does not become case management.
- Provide one-to-one peer support and facilitate peer-led support groups to carers
- Understand the importance of prevention and dealing with difficult or confronting issues whilst actively communicating with Care Governance Lead or social worker onsite locations.
- Adhere to all relevant policies and procedures of the co-located organisations and HelpingMinds.
- Ability to work autonomously onsite in hospital settings with the ability to be adaptable to suit the needs of operational requirements and co-located facilities.
- Ability to work adapt working hours including working evenings (up to 7:30pm) where required to accommodate support groups.
- Maintain carer-related documentation and data collection in keeping with professional and organizational standards and service requirements.

2. Collaborative Approach

- Liaise and work collaboratively with HelpingMinds service delivery team members across all teams to support internal referral opportunities.
- Strong understanding of the Client Journey pathways and internal processes and procedures to ensure seamless pathways for clients.
- Collaborate and build relationships with community groups and other stakeholders supporting partnerships which assist carers and families and promote recovery orientated frameworks and practices.

KEY PERFORMANCE INDICATORS

To be discussed and agreed between successful applicant and Care Governance Lead.

Governance, Safety and Quality Requirements

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

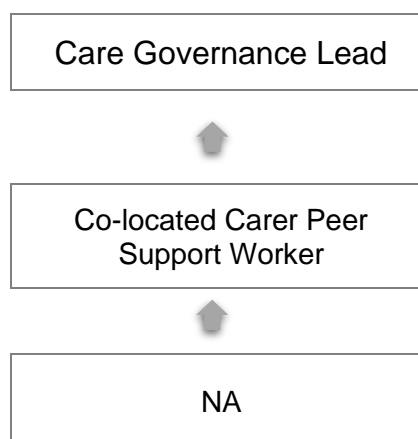
- Perform other duties as requested or required and which are within the scope of their role and the capabilities of the employee.
- Be responsible for ensuring, as far as practicable, the provision of a safe working environment.
- Have an understanding and fulfils National Safety and Quality Standards 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;
 - NDIS Quality and Safeeguarding
 - 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:	Part time
FTE:	To be negotiated preferably 0.6 FTE (45.6 hours per fortnight)
Position Classification:	Salary level 2 range
Wellness days:	2 Wellness days per calendar year (more 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>

ESSENTIAL MINIMUM SELECTION CRITERIA

QUALIFICATIONS AND LICENCES

- Current Driver's License and Vehicle
- National Police Clearance
- Working With Children Check
- Current First Aid Certificate
- Cert IV in Mental Health Peer Work or substantial years of relevant experience and specialist skills sufficient to perform the required activities
- Lived experience as a family member/carer of a person with a diagnosed mental illness and the ability to utilise this experience constructively for the benefit of others.

EXPERIENCE, SKILLS AND KNOWLEDGE

- Demonstrated lived experience of being the primary carer of a person experiencing mental health challenges and understanding the challenges of caring for someone who is experiencing a challenge to their mental health.
- Ability to support the concepts of recovery-oriented practice and understand the aspects of mental health services that may hinder recovery.
- An understanding of peer support, self-determination, person-centered care, ambiguous loss and the concept of carer empowerment.
- Ability to self-manage one's own carer journey and to demonstrate strategies for maintaining good emotional physical wellbeing that can be shared.
- Establish relationships with others by using one's own experience productively and encouraging others to share their own experiences whilst maintaining boundaries to prevent over disclosure.
- Demonstrated organizational and time management skills, including the ability to prioritise referrals and duties associated with the role.
- Well-developed communication skills including the ability to build relationships with carers and work in an empathetic way. Communication may be through in person, telephone, or remote working.
- Ability to work as a team with peer workers and Care Governance Lead offsite and based in different locations to ensure optimisation of the peer workforce and service delivery.

DESIRABLE SELECTION CRITERIA

- Experience working as a carer peer support worker.
- Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment, people management and service delivery.

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/>

<p>This document can be made available in alternative formats on request for a person with a disability.</p>
--