

## Position description

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### Community Care Navigator

## Virtual Short-Term Assessment Service with South Eastern Local Health District, Mental Health Service.

### Section A: position details

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Position title:	Community Care Navigator
Employment Status:	Full Time
Classification and Salary:	Consumer Service Delivery Level 3
Location:	Hurstville (SMHTAL)
Hours:	Between Monday – Friday 8.30am -5.00pm
Contract details:	Maximum Term Contract until 31 August 2022

### Program Overview

Neami National has been commissioned by the South Eastern Sydney Local Health District Mental Health Service to deliver a Care Navigation initiative. Providing one-on-one support to people following an assessment by a Mental Health Clinician in their newly established Virtual Care Centre, that identifies a person would benefit from short term additional support to enable them to access community based supports and prevent deterioration in their mental health.

Neami National will be delivering the Care Navigation model across the District in conjunction with new Virtual Short-term Assessment and Support Service (VSASS) Pilot Program based in Kirk Place, Kogarah.

The program will provide a blended intervention service for people in who have had an assessment where enhanced access to appropriate care and support has been identified in the out of hospital setting. VSASS will focus on building better pathways of care that specialise on integration and collaboration with health and social partners.

The services provided to consumers will model an alternative, short-term virtual assessment service that is holistic and contemporary, and will ranging from self-help resources to primary care access to psychiatrists/psychosocial support services.

People referred into the service will receive up to two weeks of support. The service will assist with access to clinical, psycho-social and social services, to increase social connectedness establish a network of community-based services, which may also include, family, friends, and peers. Ultimately, to support individuals to stay safe, by building capacity to self-manage distress, and mental wellbeing within their support network.

The service will provide the right level of care and support in line with the individual's needs and choice, applying the stepped care approach with a focus on safety, wellness and recovery.

## Position overview

Community Care Navigators –will provide a range of support to consumers, tailored to meet their individual needs, work with consumers occurs within their own community of friends, family and neighbourhood. You will work closely with virtual assessment clinicians, hospital clinicians, general practitioners and other community partner organisations in order to deliver the best possible comprehensive service to consumers. Community Care Navigators function within a collaborative team approach and are supported by regular opportunities to reflect upon their practice and access comprehensive training and development.

Community Care Navigators will work with the service manager of Neami and SESLHD virtual care teams to provide support for people referred by the virtual assessment team. They will be responsible for delivering individual support to assist individuals to make positive lifestyle choices and decision making, to assist in the prevention further deterioration.

The Community Care Navigator will:

- Provide outreach support for up to two weeks, determined by individual need
- Develop a multi-agency care and safety plan with individuals
- Provide one-on-one service navigation and guidance to establish and maintain clinical and social networks to support recovery
- Provide individual support underpinned by the collaborative recovery model (CRM), the Neami Wellbeing program, trauma informed practice and in a culturally responsive manner
- Establish a strong therapeutic alliance ensuring continuity of care, including engagement with the individuals GP, or in the case where there is not a regular GP, linking them with one
- Engage the persons support network, providing resources and culturally appropriate support where required

## Accountability

The Community Care Navigator - is accountable to the Service Manager.

## Conditions of employment

The terms and conditions of employment will be in accordance with the Neami National Employment Agreement.

A number of benefits are available to staff, including generous salary packaging with rewarding Not for Profit fringe benefit tax exemptions.

### **Core requirements prior to any offer, or commencement of employment:**

- Criminal record checks are mandatory for all new appointments. Neami National will cover the cost of an Australian check. Where a new employee has lived outside of Australia for 12 months or more within the last 10 years, the cost of an International check will be borne by the applicant.
- Working with Children check required before commencement of work (employee responsibility).
- For instructions on how to apply click on the following link
- <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>
- You must maintain a right to work in Australia in the position, location of employment and within the limitations of your visa during your employment with Neami You must notify Neami of any changes to your visa or right to work in Australia.

## Section B: key responsibilities

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### Care Navigation focus

- Provide one-on-one service navigation, and guidance to establish and maintain clinical and social networks to support access community services
- Initiates, coordinates and supports the planning, development and implementation of social supports, intervention activities with consumers,
- Works in partnership with relevant government and non-government service providers and community groups to support consumers in creating a support network and prevent re-presentation to services.

### Provide direct support and rehabilitation to consumers within their community

- Engage consumers, using a strengths-based approach to complete a mental health status measurement and a needs assessment.
- Using The Way Back Service Delivery tools and assessments, work collaboratively with consumers to identify their needs, set goals and develop a plan to meet those goals
- Together with the consumer review safety plans and care plans
- Work within a holistic framework taking into account the needs of consumers, family, carers and other members of the community in order to ensure tangible rehabilitation outcomes
- Follow all OH&S procedures to ensure safe work practices especially in the area of safety in outreach work

### Participate fully as a team member

- Actively participate in reflective practice through team meetings, decision-making processes, service planning session, supervision and staff development activities
- Assist the team to further develop best practice, review and develop policies, and project submissions
- Assist the team to regularly evaluate the effectiveness of the service in consultation with consumers
- Support Neami National efforts in reducing our impact on the environment and work towards a sustainable future

### Working with community partners

- Seek to learn about the consumers interests, their connections with family and friends and work together with consumer to build their capacity to be part of their community
- Involve carers, family and friends as identified by the consumer in the individual service plan for the consumer
- Work closely with Virtual Care clinicians in order to deliver the best possible comprehensive service to consumers

### Maintain records and resources

- Collect, collate and maintain data on consumer contact
- With team members collect information on community resources
- Regularly report to the Manager regarding achievement of work plan

## Section C: key competencies

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### Creating diverse staff teams

The values, skills, attributes and commitment of our staff are key to our success and reputation as a national mental health service that provides high quality support services to people living with a mental illness.

We are strongly committed to further developing and diversifying our work force as part of our strategic directions.

We celebrate multidisciplinary teams and value the rich skills and experiences brought by applicants from a range of sectors and professional backgrounds.

Further depth is brought by those from diverse cultural backgrounds, Aboriginal staff, and those with lived experiences of mental illness and recovery, all of whom are strongly encouraged to apply for any roles that match their skills and interest.

The following competency criteria will inform our selection decision:

#### Essential Skills, Knowledge and Attributes:

- Relevant qualifications (minimum Cert IV level or other relevant qualification in human services) and/or experience in mental health or suicide prevention work
- Experience and understanding of working with people with a mental illness
- Sound understanding of the personal, family, and social issues associated with suicidal ideation and attempts, including awareness of groups identified to be at increased risk of suicide
- Experience liaising with external service providers, including specialist mental health services, GP's and other community-based services and organisations.
- Computer literacy
- Current Australian driver's licence

#### Desirable Skills, Knowledge and Attributes:

- Ability to work with partner agencies and organisations to strengthen community-based prevention and intervention initiatives
- Demonstrated interest/and or experience working with cultural and community groups known to be at higher risk of suicide (e.g. males, Aboriginal and Torres Strait Islander people)
- Experience working in/with a hospital system

### Adhering to principles and values

- Upholds ethical behaviour, consistent with values as characterised by honesty, fairness responsibility and hope
- Demonstrates integrity and credibility, and fosters open honest communication
- Demonstrates commitment to the organisation and its values

### Working with people and building relationships

- Adapts to the team and contributes to a positive team dynamic
- Listens, consults others and communicates proactively to address conflict
- Develops and openly communicates self-insight such as an awareness of own strengths and areas for development
- Clearly conveys opinions and information verbally
- Establishes respectful professional relationships that have clear boundaries with consumers, staff and partner organisations
- Demonstrates an interest and understanding of others and relates well to people at all levels

- Gains agreement and commitment from others by engaging and gaining respect
- Promotes ideas on behalf of self or others and supports others to self-advocate
- Manages conflict in a fair and transparent manner

## Communicating and facilitating

- Speaks clearly, fluently and honestly to engender trust
- Demonstrates awareness of, and ability to regulate own emotional reactions
- Adapts communication style to meet the needs of others, and identifies changing needs within a group
- Engages a diverse range of people, and facilitates groups with skill and confidence
- Produces new ideas, approaches or insights when working with consumers
- Describes the stages of recovery to facilitate a consumer's understanding of the recovery journey
- Can creatively tailor group activities to engage and meet the needs of participants

## Planning, organising and problem solving

- Manages time effectively
- Sources and organises resources required for a task
- Is accountable and proactive about reviewing progress and outcomes
- Appropriately follows instructions from others and understands and respects authority
- Exercises common sense in making judgments and seeks solutions to problems

## Adapting and responding to change, and coping with challenges

- Adapts to changing circumstances and responds to the reactions and feedback of others
- Adapts interpersonal style to suit different people or situations
- Shows respect and sensitivity towards diversity
- Deals with ambiguity, making positive use of the opportunities it presents
- Puts appropriate boundaries around personal issues
- Maintains a hopeful and positive outlook even during challenging times at work
- Demonstrates self-awareness and ability to reflect and handle feedback well and learn from it

## In addition you will need:

- Computer literacy
- Working with Children Check
- Australian Working rights