

POSITION DESCRIPTION:

SECTION A: POSITION CONTEXT

Position Title	Peer Practitioner
Position Reference	10133
Position Type	Fixed term, part-time 3 days per week until July 2015
Classification	RFW Grade 2 – RFW Grade 2/4, depending on qualifications and experience (+ 17.5% leave loading).
Service/Department	Community Mental Health Service Narre Warren
Area/Division/State	Mind Outer South, South East Gippsland Division, Victoria
Effective Date	August 2013

Position Purpose:

To provide services to clients, families and carers in line with Mind's Model of Recovery Oriented Practice in a manner that supports, empowers and inspires hope.

Mind Information:

Mind is a leading provider of community managed mental health services in Victoria and South Australia. Mind works with people who experience mental health difficulties, to help them live well in the community, with or without symptoms. At Mind, we recognise that having safe and affordable housing, getting a job and building trusting and supportive relationships are integral elements of the recovery journey and essential to maintaining good mental health.

Mind offers a diverse range of services including recovery orientated individual and family services, transition from acute settings to community support, residential rehabilitation services for young people and adults, housing support, respite services, volunteer and mentor programs, information and referral and care coordination services. It also offers a range of specialist programs including programs for people with a mental ill-health and intellectual disability, recreational and arts programs and family strengthening programs. This diversity offers staff significant opportunities for ongoing learning and professional development.

Mind's service approaches are grounded in consumer and family/carer focused recovery practices. Our people work collaboratively with our consumers, their families and carers, and other service agencies and professionals, in supporting our clients on their recovery journey. We recognise the individual, respect their rights and preferences, and actively encourage their engagement with our organisation.

Mind is an open, collegiate human service organisation which offers challenging, fulfilling work opportunities. It has a strong commitment to staff training and development and offers flexible work conditions. Mind is a great place to work.

Mind Vision, Purpose and Values:

Vision: Recover the norm - Inclusion the reality.
Purpose: Mind will be a resource to recovery for people who are facing serious mental health related challenges to support them to actively participate in social and economic life by provision of advocacy for evidence based services and policies which achieve positive social outcomes.
Values: Consumer Focus - We value clients taking charge of their recovery and giving guidance to Mind supporting that recovery; Making a difference - We are committed to action for social justice, respect for people’s rights and to fostering the inclusion of Mind clients in community life; Integrity - We value honesty and accountability in our relationships with consumers, carers and families, staff and other Mind stakeholders; Hope - We value hope, courage and perseverance, knowing that people do recover from their mental health challenges; Creativity and Innovation - We value the development of new ideas and work practices that continually improve our capability to provide excellent services.

Service/Area/Group/State Information:

Community Services Narre Warren is an outreach service which includes the Personal Helpers and Mentors program and Individual Support Packages. It delivers individual support throughout the recovery process of a person whose life is impacted by mental ill health. We are family inclusive and work in a collaborative manner to best facilitate positive outcomes for the people we work with.

Community Services Narre Warren is a part of the Mind Outer South area which is a part of the South, East and Gippsland Group, Victorian operations. The Community Mental Health Practitioner will be mainly based at in Narre Warren, but the incumbent may also occasionally be required to work across the area if needed. Mind Outer South area provides a range of services across five Local Government Areas (LGAs): Mornington Shire, Frankston, Dandenong, Casey and Cardinia. Those services include Information and Advice Services, Residential Services (Youth Residential Rehabilitation Services and PARCs), Personalised Services (outreach and packaged services) and Family Services.

Reporting Relationships:

Reporting Lines	The position reports directly to the Service Manager.
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Location:

Narre Warren, but the incumbent may be asked to work across the area and the services within the Mind Outer South, if required.

SECTION B: KEY RESPONSIBILITY AREAS

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	<p>SERVICE DELIVERY</p> <p>In line with Mind’s Model of Recovery Oriented Practice:</p> <ul style="list-style-type: none"> ● Provide personalised support services to clients and their families through: <ul style="list-style-type: none"> ○ The development of trusting relationship; ○ The development of strengths-based assessments and plans, with the client at the centre; ○ Collaboration with others in the client’s life, including relevant service providers; and ○ Advocacy and referral. ● Participate in case conferencing and case reviews. ● Provide group support services; and/or ● Provide family and carer services; and/or

		<ul style="list-style-type: none"> • Provide information and advice services.
2.	PEER ROLE	<ul style="list-style-type: none"> • Work within appropriate boundaries and share one's lived experience of mental ill-health and recovery using the framework outlined in the Mind Peer Training.
3.	TEAM WORK	<ul style="list-style-type: none"> • Work effectively and cooperatively as a member of the team, in accordance with the values of Mind. • Support the Service Manager and all other staff to provide a consistent approach to services to clients and their families. • Actively participate in team meetings.
4.	DATA MANAGEMENT	<ul style="list-style-type: none"> • Ensure that all Client File information is entered in a timely manner. • Meet all data entry requirements for MindLink. • Meet all other administrative and reporting requirements to ensure a high level of efficiency.
5.	PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Undertake relevant training and professional development, including regular supervision, appropriate to the primary work of the service and Mind. • Participate in reflective practice.
6.	WORKPLACE HEALTH AND SAFETY	<ul style="list-style-type: none"> • Contribute actively to the maintenance of a safe workplace. • Ensure all safety issues are reported and addressed as they arise.
7.	ACCOUNTABILITY	<ul style="list-style-type: none"> • Proactively comply with direction from the Service Manager and other managers within Mind. • Use all Mind resources in line with organisational policy. • Proactively support Mind's vision of supporting people facing mental health challenges to live well and be socially included, in accordance with the Mind values of: Customer Focus; Making a difference; Integrity; Hope; Creativity and Innovation.
8.	OTHER DUTIES	<ul style="list-style-type: none"> • As delegated by the Service Manager.

SECTION C: CORE REQUIREMENTS

1.	Technical Tertiary qualifications (minimum certificate IV) in Mental Health, Psychology, Social Work, Occupational Therapy or other health related field as designated by Mind.
2.	Current valid driver's licence.
3.	Current National Police Record Check.
4.	Current Working with Children Check

Experience / Knowledge / Attributes / Values	
1.	A personal lived experience of mental ill-health and recovery where the person has experienced their own challenges with mental health that has required assistance from a mental health service and is able to interpret this experience to mentor others and facilitate change.
2.	Commitment to proactively support Mind's vision, purpose, values and goals.
3.	Knowledge and understanding of serious mental ill-health and capacity to work with people with multiple support needs.
4.	Demonstrated commitment to work within the parameters, values and principles of Mind's Model of Recovery Oriented Practice to provide interventions and a strong theoretical foundation which underpins practice.

5.	Ability to work with groups and families and carers of people with mental health issues.
6.	Strong interpersonal and team skills and behaviours, incorporating verbal and written communication, flexibility, resilience.
7.	Skills and experience in advocacy, collaboration, facilitation, evaluation and problem solving.
8.	Ability to work both autonomously and as part of a team, incorporating effective planning, time management and organisational skills to achieve quality outcomes.
9.	Computer literacy skills to enhance and maximise service reporting and measurement.

SECTION D: CONDITIONS OF EMPLOYMENT

The position is part-time, fixed-term contract for 3 days per week until July 2015. Working days will be between Monday and Friday, worked between the hours of 8.00 am and 6.00 pm as required. Please note that the work pattern may be subject to change to meet the needs of the service. In line with the Employee Agreement.

Salary classification range is from RFW Grade 2 – RFW Grade 2/4, depending on qualifications and experience (+ 17.5% leave loading).

You are able to salary package a tax free amount of up to \$16,050 per FBT year plus other items including meals and entertainment and accommodation. The amount available for salary packaging will be subject to Commonwealth legislation as it applies from time to time and on the basis that Mind will not incur any liabilities for FBT. Mind offers salary packaging through an outsourced provider (currently EPAC).

Other conditions are as per Mind's industrial agreement.

Employer superannuation contribution will be paid as legislative required.

Appointment is subject to a six month qualifying period of employment.

Appointment is contingent on a satisfactory National Police Record Check and Working with Children Check.

SECTION E: OTHER DETAILS

Privacy:

In accordance with Privacy Legislation, Mind will use the personal information provided by applicants solely for the purpose of making appointments to positions within Mind. Mind will take all reasonable steps to protect the personal information it collects and uses. It will not disclose such information to any outside organisation. Mind will destroy the personal information when it is no longer needed for selection purposes except where the applicant accepts a position within Mind. By submitting personal information to Mind, applicants are deemed to have given their consent to the collection, use and storage of their personal information for the purpose stated above.

Further Information:

For further information, please contact Sally Davies, Service Manager (03) 8102 7963