



Position Description

Position Title: ACT Program Worker (Including Step up/step down and outreach)

Time Fraction: Part Time 0.9 EFT and Casual

Classification / Salary Range:

Social and Community Services (ACT) Award 2001 - CSW Level 3-5 (depending on skills and experience)

Reports to: ACT Programs Manager

Mission Statement

The Mental Illness Fellowship Victoria works with people with mental illness their families and friends to improve their well being. More specifically we work to achieve mental health reform through education, support and advocacy, and we provide a range of innovative programs in both membership and services. We also provide mutual support and self-help, day programs, home based and accommodation services, respite and residential rehabilitation services.

Vision

Our vision is of a society in which mental illness will be understood and accepted. People with mental illnesses will be afforded the same regard as those with physical illnesses and resources will be available to offer early interventions and state of the art treatment and support. These interventions will be so effective that long-term negative consequences of mental illness will have disappeared for the person and their family. People will no longer experience stigma and that society will treat them with the same respect and dignity as any other person, and welcome and fully include them as community members.

Values underpin how MI Fellowship functions:

Values

We value the contributions of people with mental illness, their families and friends in our organisation, and the community and set out the following values that underpin all our activity:

- Honesty
- Acceptance
- Equity
- Flexibility
- Commitment
- Participation

1. Relationship to Performance, Development and Review Plan

The Accountabilities listed below define the range of work outputs of this position. The Key Behavioural Expectations which must be demonstrated in the position are those consistent with the Mental Illness Fellowship Values as detailed in the Individual Supervision and Performance Development & Review Plan ('PDR Plan').

This position description operates in conjunction with and forms part of the relevant Individual PDR Plan.

2. Job Context

Mental Illness Fellowship programs in the ACT offer both step up/step down residential accommodation and outreach support to people with a mental illness living within the ACT. The step up/step down approach provides alternative options to hospital admission, early intervention and more options for support for people with a mental illness particularly following inpatient admission, subject to consumer need. Outreach support provides transitional support for those likely to enter the step up/step down service or returning to their usual community accommodation.

The programs aim to improve mental health outcomes for the target group as well provide opportunities to increase knowledge, skills and confidence to manage future crisis, through increased awareness of, and capacity to access community resources and support networks, as well as education and training and employment where appropriate.

Evidence of development of personal resources of participants is measured using valid recognised outcome measures.

Both services target people over 18 years of age who experience mental illness and operate 52 weeks per year with service delivery hours matched to the needs of the target group.

3. Accountabilities

A. Effectively apply knowledge of Psychiatric Rehabilitation and Support Processes

- Provide a range of psychosocial rehabilitation services in accordance with the roles
- Ensure that services are responsive to participant and carer needs
- Promote and ensure the integrity of indigenous psychosocial rehabilitation services
- Work with participants to develop Individual Participant Plans ('IPP's) with a view to supporting and assisting participants to achieve their desired goals
- Consistent with the developed IPP's assist participants in the development of interpersonal and living skills to improve their level of independence, psychosocial networks and quality of life
- Provide information and support to participants to help them learn a variety of positive coping strategies
- Work alongside participants in rehabilitation activities, providing role modeling and effective support
- In accordance with supervisor and MI Fellowship policies, undertake evaluation of the effectiveness of IPP's in conjunction with participants.
- Participate in the development and delivery of community education programs

B. Working with others

- Work in partnership with clinical services and other agencies to provide a team approach to service provision
- Work collaboratively with other staff to ensure service provision to participants is maximized by a team approach to service delivery
- Participate in team activities and utilize positive communication skills with participants and staff

C. Contribution to Continuous Improvement

- Identify service gaps and issues that impact on service delivery and develop recommendations to address them for discussion with supervisor
- Participate in team continuous improvement activities, including Quality Work Plan activities

D. Participation in Professional Development

- Actively participate in organisational development activities to achieve best practice standards
- Actively participate in Performance Development Review – Supervision in order to ensure high quality service to participants and professional development

E. Compliance with Legislation, Standards, Practices and MI Fellowship Values, Policies and Procedures

- Maintain professional participant records in accordance with relevant legislation, policies and procedures
- Ensure that all work undertaken meets Occupational Health and Safety requirements
- Promote, maintain current knowledge and operate in accordance with MI Fellowship and program philosophy, aims and objectives

F. Other

- Other duties, consistent with the role classification, as directed.

4. Performance Requirement

The individual undertaking this position is required to carry out all duties in a safe working manner in accordance with Mental Illness Fellowship Victoria policies and procedures, and legislative frameworks.

In addition, it is expected that the individual will maintain their professional knowledge and be aware of statutes that may have special pertinence for their individual practice.

This position description will be modified from time to time to reflect program changes. This position may be subject to rotation from time to time.

5. Selection Criteria

- Demonstrated understanding of and commitment to MI Fellowship values
- Relevant tertiary qualification and / or experience in the provision of human services
- Experience in working with people who have a psychiatric disability
- Understanding of the principles underlying psychosocial rehabilitation
- Excellent interpersonal, written and organisational skills
- Ability to work independently, collaboratively and within a multi-disciplinary team
- Ability to plan needs based programs
- Computer literacy in Microsoft® Windows® XP Professional based applications
- Demonstrated ability to undertake reflective practice to reflect on one's actions in a balanced way.

6. Mandatory requirements

It is mandatory that the incumbent:

- Have a valid drivers licence and be able to undertake regular travel
- Can effectively manage his/her own workload and has excellent stress management skills
- Will act as a role model for MI Fellowship values within the organisation
- Obtain a satisfactory police check

7. Employment Details

All other conditions of employment will be as stated in the Managers Employment Contract.

Employee Signature

Dated

**Program Managers
Signature**

Dated