

## Position description

# Community & Mental Health Support Workers – Share House Program

## Section A: Position Details

Position title:	Community & Mental Health Support Workers
Employment Status:	Casual
Classification and Salary:	<b>Cert 3 in Individual Support (Disability)</b> - Social, Community, Home Care and Disability Services (SCHADS) Industry Award 2010 – Social and Community Services Employee Level 2, or <b>Cert 4 in Mental Health</b> - Social, Community, Home Care and Disability Services (SCHADS) Industry Award 2010 – Social and Community Services Employee Level 3
Location:	Various, including Elizabeth North, Valley View, Para Vista & Hendon
Hours:	Must be available over 24/7 day roster
Contract details:	Casual

## Organisational context

*Pathways To Recovery* is a private business in South Australia, designed to operate within the National Disability Insurance Scheme (NDIS). We offer disability and mental health support services to NDIS participants, and to the general community. We were borne from a desire to bring the disability and mental health sectors together so that people can access the support they need to live where they would like to live.

*Pathways To Recovery* prides itself on being flexible and innovative. We use a recovery approach in our work with all participants, and respect that finding meaning in life is an individual process for each person. We believe that motivation comes from within, so we focus on developing strengths and values and working on the goals that the participants recognise as important to them, no matter how big or small.

*Pathways To Recovery* support people with a range of primary diagnosis, including but not limited to; ASD; ABI; Psychosocial Disability; and dual disability. We provide support in participants' homes (outreach support) and in the community to support social participation and skill development. We also work with a range of housing providers to source appropriate share-housing for participants who need 24/7 support to live in the community.

## Position overview

Community and Mental Health Support Workers – Share House program are responsible for the delivery of direct supports to participants with complex and multiple needs living in shared accommodation. They incorporate a client centred approach to provide a range of rehabilitation and supports to participants, tailored to meet their individually identified needs. Mental Health Support Workers may employ a range of different supports including but not limited to:

- Direct support provision, including cooking, budgeting, shopping, personal hygiene, managing behaviours of concern, and supports to access the community.
- Crisis management.
- Medication management.
- Support planning (with the participant and other support networks).
- Completing paperwork and administrative responsibilities.
- Developing participant capacity and resilience.

You will work with participants and their support networks (e.g. family/friends/carers/guardians as identified by them). You will also collaborate with Support Coordinators and other community partner organisations in order to achieve the participant's recovery goals.

Community and Mental Health Support Workers utilise a collaborative team approach within a wider team of Support Workers. You may be required to work within a range of locations, including but not limited to, share-houses in Hendon, Valley View, Para Vista and Elizabeth North.

## Period of employment

Casual

## Accountability

Community and Mental Health Support Workers are supported within the Share House program by House Leads at each property. They are accountable to the Team Leaders – Share House program.

## Conditions of employment

- The terms and conditions of employment will be in accordance with the Social, Community, Home Care and Disability Services (SCHACDS) Industry Award – Social and Community Services Employee.
- Criminal record checks completed within the last 6 months must be supplied for all new appointments. Where a new employee has lived outside of Australia for 12 months or more within the last 10 years, an International check is required.
- DHS Disability Services Employment Screening must be supplied before commencement of work.

## In addition you will need:

- Excellent computer literacy and communication skills
- Current Australian driver's licence

- A roadworthy vehicle insured to a minimum level covering third party property damage (comprehensive cover is recommended)
- Minimum Certificate 3 in Individual Support (Disability) required. It is preferable that applicants are enrolled in Certificate IV in Mental Health or higher due to the complex nature of supports we provide.
- Current Provide basic first aid and CPR certificates
- Current Child Safe Environment Certificate
- Knowledge of group homes/share accommodation will be highly regarded.
- Experience working with clients with a dual diagnosis/forensic history highly desirable

## Section B: Application Procedure

To discuss the position, please contact:

Daniel Ey, Manager – Share House Program. Ph: 08 8281 3626

Applications should include a Resume and a Cover Letter explaining your interest in the position and working at *Pathways To Recovery*. **Your cover letter should include responses to the following questions:**

1. Why do you want to work at *Pathways To Recovery*?
2. What experience and transferrable skills can you bring to the role?
3. How does your approach contribute to Person-Centred care and support Recovery-Orientated Practice?

To apply, please:

- Include a resume with three current referees. One must be your current line manager (if not currently employed your last line manager is sufficient).
- Include a cover letter responding to the questions above.
- Email your application to: [recruitment@pathwaystorecovery.com.au](mailto:recruitment@pathwaystorecovery.com.au)

**Closing date for applications: Ongoing**

## Section C: Key Responsibilities

Provide direct support and rehabilitation to participants

- Engage participants and develop trusting and professional relationships
- Provide support to participants within a coaching framework, to assist participants to cope with life's challenges and become more aware of their strengths and work towards goals that are in line with personal recovery in their Individual Support Plan
- Using a strengths-based approach provide direct practical support to participants applicable to their Individual Support Plan so that they gain/maintain independent living skills. This may include, but is not limited to, community access and engagement, assistance and skill

development in cooking, nutrition, personal care, budgeting skills, shopping, maintaining the home, utilising public transport, etc.

- Be able to describe the stages of Recovery and use this knowledge to discuss with participants and design support that is appropriate to where the person is at
- Assess participants support needs and develop programs and plans to meet these needs
- Assist participants to establish and maintain as independent a level of community living as possible through specific intervention strategies
- Work with participants to enable them to advocate on their own behalf
- Attend meetings and forums to represent and advocate on behalf of *Pathways To Recovery* when necessary
- Undertake a range of operational activities and exercise responsibilities for various functions, as requested by the Manager
- Participate in regular team meetings and case review processes
- Support the identification of appropriate referrals
- Support participants to achieve their individual plan outcomes and seek to empower their decision making, daily planning and budgeting
- Together with the participant regularly monitor their progress towards their identified goals
- Plan, facilitate and evaluate group, social and recreational activities
- Assist participant with accommodation and tenancy obligations
- Support and assist participants in decision making, daily planning, budgeting
- Coordinate a range of supports including informal, mainstream and funded providers
- Engage informal and formal support networks, resolve points of conflict or crisis to develop participants capacity and resilience within their own network and community
- Advocate for the participant as needed or requested
- Comply with all *Pathways To Recovery* policies and procedures, including all WH&S procedures to ensure safe work practices
- Perform any other duties as required by Management that is within candidate skill level and capabilities.
- Attend relevant professional development training as approved by your Manager

## Participate fully as a team member

- Using the team approach to support work, cooperate closely with team members in order to ensure continuity of care and provision of a comprehensive service to participants
- Actively participate in supervision, team meetings, decision-making processes, service planning sessions and staff development activities
- Assist the team to further develop best practice, review and develop policies
- Assist the team to regularly evaluate the effectiveness of the service in consultation with participants
- Support *Pathways To Recovery* efforts in reducing our impact on the environment and work towards a sustainable future

## Working with community partners

- Seek to learn about the participants interests, their connections with family and friends and work together with participant to build their capacity to be part of their community

- Liaise as required with staff, other agencies and significant others involved in the participant's care and provide information and support to carers as required (in accordance with confidentiality and privacy laws)
- Involve carers, family and friends (and other support networks) as identified by the participant in the Individual Support Plan for the participant

### Maintain records and resources

- Collect, collate and maintain data on participant contact
- Maintain participant records/case notes and statistical information
- Provide regular feedback and reports to funders as required
- With team members collect information on community resources
- Participate in the development and review of the participant's Individual Support Plan every 3 months, and regularly report to management regarding achievement of participant's individual plans

## Section D: Key Competencies

### Creating diverse staff teams

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

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, caring for someone who has a disability/experience of mental ill-health, and those with lived experiences of disability or mental ill-health 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:

### Adhering to principles and values

- Upholds ethical behaviour, consistent with values as characterised by honesty, fairness, respect, responsibility and hope
- Demonstrates integrity and credibility, and fosters open and 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 participants, 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 participants
- Can creatively tailor group activities to engage and meet the needs of participants
- Uses self-disclosure in a purposeful, meaningful and safe way

## 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