

## POSITION DESCRIPTION:

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### SECTION A: POSITION CONTEXT

<b>Position Title</b>	<b>Peer Practitioner (Consumer) – Peer Recovery Communities</b>
<b>Position Reference</b>	<b>10494</b>
<b>Position Type</b>	Full time 38 hours per week fixed term contract until 30 November 2014
<b>Classification</b>	Community Mental Health Practitioner (CMHP) Level 2 CMHP 2/1- CMHP 2/4, dependant on qualifications and experience.
<b>Service/Department</b>	Peer Recovery Communities – Bayside, South West and North
<b>Area/Division/State</b>	Inner South Area, West Area, North West Area/Victoria
<b>Effective Date</b>	July 2014

#### Position Purpose:

To provide services to clients, families and carers in line with Mind’s Model of Recovery Oriented Practice by sharing knowledge gained from personal lived experience of mental ill-health and recovery in a manner that supports, empowers and inspires hope.

The service type is Peer Recovery Communities, which provides recovery oriented services to adults in a residential setting.

#### 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 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 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:** Recovery 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/Division/State Information:

Melbourne Inner South Area, West Area and North West Area/Victoria

Peer Recovery Communities provide an individualised recovery oriented residential services where people with mental ill health can learn skills and manage their mental health and physical health within a safe, supported environment. Three of the Peer Recovery Communities are 24 hour services and three Peer Recovery Communities are extended hours. Each service provides time limited support, to support recovery and promotes social inclusion. Services provide individualised support services, peer learning workshops and opportunities for enhanced community activities.

Peer Recovery Communities are undergoing considerable service model change and the additional staffing resources will support the transient this exciting and contemporary service delivery.

## Reporting Relationships:

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

Brunswick Location – The position will be required to work across any of the six Peer Recovery Communities located in Armadale, Albert Park, Williamstown, Preston and West Brunswick

## 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. SERVICE DELIVERY	In line with Mind's Model of Recovery Oriented Practice: <ul style="list-style-type: none"><li>• Support personal recovery and wellbeing through the provision of personalised support services to clients and their families and:<ul style="list-style-type: none"><li>○ The development of trusting relationship;</li><li>○ The development of strengths-based assessments and plans, with the client at the centre;</li><li>○ Collaboration with others in the client's life, including relevant service providers; and</li></ul></li></ul>

		<ul style="list-style-type: none"> <li>○ Advocacy and referral.</li> <li>● Participate in case conferencing and case reviews.</li> <li>● Provide group support services; and/or</li> <li>● Provide family and carer services; and/or</li> <li>● Provide information and advice services.</li> </ul>
2.	<b>SPECIFIC SERVICE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>● Ensure timely intake and orientation of clients allocated to the service</li> <li>● Undertake service to clients in line with Peer Recovery Communities</li> <li>● Undertake key worker responsibilities with individual clients</li> <li>● Provide service to clients in line with Mind’s model of Peer Recovery Communities; <ul style="list-style-type: none"> <li>○ Provide Person Centred Support;</li> <li>○ Participate in the provision of peer learning workshops;</li> <li>○ Participate in the welcoming and inclusion of families and carers of clients.</li> </ul> </li> <li>● Ensure cooperation and collaboration with clinical providers</li> <li>● Work within appropriate boundaries and share knowledge and experience gained through reflection of one’s lived experience of mental ill-health and recovery to inform one’s work</li> <li>● As part of a multi-disciplinary team actively and appropriately share knowledge gained through one’s person lived experience of mental ill-health and recovery with team members and advocate for the client;</li> </ul>
3.	<b>TEAM WORK</b>	<ul style="list-style-type: none"> <li>● Work effectively and cooperatively as a member of the team, in accordance with the values of Mind.</li> <li>● Support the Service Manager and all other staff to provide a consistent approach to services to clients and their families.</li> <li>● Actively participate in team meetings.</li> </ul>
4.	<b>DATA MANAGEMENT</b>	<ul style="list-style-type: none"> <li>● Ensure that all Client File information is entered in a timely manner.</li> <li>● Meet all data entry requirements for MindLink.</li> <li>● Meet all other administrative and reporting requirements to ensure a high level of efficiency.</li> </ul>
5.	<b>PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>● Undertake relevant training and professional development, including regular supervision, appropriate to the primary work of the service and Mind.</li> <li>● Participate in reflective practice.</li> </ul>
6.	<b>WORKPLACE HEALTH AND SAFETY</b>	<ul style="list-style-type: none"> <li>● Contribute actively to the maintenance of a safe workplace.</li> <li>● Ensure all safety issues are reported and addressed as they arise.</li> </ul>
7.	<b>ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>● Use all Mind resources in line with organisational policy.</li> <li>● 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.</li> </ul>
8.	<b>OTHER DUTIES</b>	<ul style="list-style-type: none"> <li>● As delegated by the Service Manager.</li> </ul>

## SECTION C: CORE REQUIREMENTS

Technical	
1.	Tertiary qualifications (minimum certificate IV) in Mental Health, Psychology, Social Work, Occupational Therapy or other health related field as designated by Mind.
2.	A personal lived experience of mental ill-health and recovery in which you have experienced your own mental health challenges and utilised services from a mental health service or individual health providers.
3.	Current valid Driver’s Licence.

4.	Current National Police Record Check.
5.	Current Working with Children Check.

Experience / Knowledge / Attributes / Values	
1.	Knowledge and understanding of the impact of serious mental ill-health and recovery and wellbeing and capacity to work with people with multiple support needs.
2.	Commitment to proactively support Mind's vision, purpose, values and goals.
3.	Demonstrated commitment to work within the parameters, values and principles of Mind's Model of Recovery Oriented Practice
4.	The ability and willingness to share your personal experience of mental ill-health and recovery to support, coach and mentor service users; ability to educate and inform team members.
5.	Ability to work with individuals, 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 and resilience.
7.	Skills and experience in advocacy, collaboration, facilitation, evaluation and problem solving.
8.	Computer literacy skills to enhance and maximise service reporting and measurement.

## SECTION D: CONDITIONS OF EMPLOYMENT

This position is a Full-time fixed term contract working 38 hours per week until 15<sup>th</sup> December 2014. Working days will be according to the applicable roster worked across seven days, Saturday to Friday and includes sleepover shifts. The position will be expected to be able to work across any of the 6 Peer Recovery Community sites within Melbourne.

Please note that the work pattern may be subject to change to meet the needs of the service.

Salary classification range for this position is from CMHP level 2/1 – CMHP Level 2/4 depending on experience and qualifications.

You are able to salary package a tax free amount, which is currently up to \$15,899 per FBT year, plus other items including meal 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 probationary 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 Paul Oliver, Service Manager, Peer Recovery Community, Melbourne North, on 9387 2133