

<b>TEAM:</b>	<b>Child, Youth and Family Services</b>
<b>LOCATION:</b>	South Metro, East Metro, North Metro, Mid West, Gascoyne, Kimberley, or South West
<b>REPORTING LEADER:</b>	<i>Executive Child, Youth and Family Services</i>

## ABOUT HELPINGMINDS

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HelpingMinds Limited is a long-established non-profit organisation that provides safe and high quality services in the community to support families, carers and people living with a mental health issue.

Our Purpose is to help people see possibilities.

Our Mission is to improve our community's mental health and wellbeing.

**HelpingMinds promotes mental wellbeing by supporting individuals, families and friends to recovery.**

- We understand families are important to the person living with mental distress.
- We understand every family is different
- We understand the importance of listening
- We understand the importance of connections
- We help build skills and confidence
- We empower hope in you and your family through your recovery journey

As a values-led organisation, all team members act in accordance with our values of Hope, Collaboration, Trust, Integrity and Respect. Each team member undertakes their role utilising their unique skills and abilities to contribute to our purpose and mission.

## PURPOSE OF THE ROLE

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Guided by our HelpingMinds purpose & Values, this role aims to provide services that strengthens a carer's ability and capacity to support the person with a serious and persistent mental illness to live in the community, and to maintain and improve their quality of life, and to promote the carer's/family's own wellbeing.

## PRIMARY DUTIES AND RESPONSIBILITIES

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### 1. Family and Carer Support

- Provide a counselling service to young people (0-18) at risk of developing mental health issues and adult carers, including Aboriginal and culturally and linguistically diverse (CaLD) carers.
- Counselling services may be delivered face to face, telephone, e-mail and/or skype (18 + for skype/phone/email sessions);
- Employ both a brief intervention model for working with clients as well as therapeutic interventions where appropriate for the support HelpingMinds offers;
- Establish self-help Support Groups for Carers and provide support to the group once it is established;
- Develop care plans with clients and utilising a strengths-based approach, discuss the issues and impact of mental health and apply goal setting and identifying support networks;
- Provide an information and referral service for Carers;
- Establish, foster and maintain close working links with relevant mental health and other service providers in the area;
- Participate with the other members of the team to develop appropriate services for all Carers and;
- Act as an advocate for clients as required.

### 2. Education

- Develop and deliver specialised groups and workshops;
- Provide educational workshops and community awareness programs for Community Groups and;
- Provide positive representation of the HelpingMinds brand at seminars, meetings and workshops as required.

### 3. Community Development and Advocacy

- Promote the activities of HelpingMinds through liaison with local, state and federal government facilities, referral agencies/community groups and other organisations as necessary;
- Develop and maintain close working partnerships with local government and non-government organisations and develop strong referral pathways;
- Establish, foster and maintain close working links with relevant CALD Aboriginal and non-Aboriginal service providers to develop and maintain effective services to family members and Carers.

## KEY PERFORMANCE INDICATORS

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- Ensure client sessions are entered into relevant database systems on a daily basis
- Maintain a client and service delivery load of 5 recordable hours a day
- Work directly with Intake Team to ensure relevant documentation is completed prior to commencing service
- Maintain good time management skills, balancing client workload while effectively maintaining administrative tasks
- Provide all reports as required by management

## Governance, Safety and Quality Requirements

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In addition to your role specific responsibilities, HelpingMinds expects team members will:

- Perform other duties as requested or required and which are within the scope of their role and the capabilities of the employee.
- Be responsible for ensuring, as far as practicable, the provision of a safe working environment.
- Have an understanding and fulfil National Safety and Quality Standards requirements, including but not limited to:
  - Participating in continuous safety and quality improvement actions, such as audit reviews and drills, that result in improvements to client care, team member knowledge or the consumer's experience, that align with actions described within the standard.
  - Participating with the development, implementation, reporting and monitoring of HelpingMinds activities.
  - Ensuring records and statistics are kept in accordance with established procedures.
  - Participating in annual performance development review.
- Perform duties and acts within the legal and financial constraints and boundaries of your role, including but not limited to:
  - The Mental Health Legislation and Carers Recognition Act;
  - Commonwealth and State Funding Agreements;
  - Industrial Laws and Occupational Health and Safety Legislation;
  - The National Mental Health Standards 2010;
  - The National Standards for Disability Services;
  - The Australian Commission Safety and Quality Standards for Accreditation version 2;
  - NDIS Quality and Safeguarding Framework;
  - National Principles for Child Safe Organisations;
  - The HelpingMinds Staff Agreement 2022, as well as current organisational Policies and Procedures;
  - HelpingMinds Code of Conduct, NDIS Code of Conduct; and
  - Work in accordance with your Employee Classification Definition according to the HelpingMinds Staff Agreement 2022.

## AUTHORITY AND SUPERVISORY REQUIREMENTS

This role may have duties under the purview of other management team members, however, will ultimately report to:

This position is supported by:

This position is:

Executive Child, Youth and Family Services

Team Facilitator – Child, Youth and Family Services

Family Support Counsellor

## POSITION STATUS, REMUNERATION AND BENEFITS

<b>Position type:</b>	Full-time/ Part-time/ Casual /Contract
<b>FTE:</b>	x.xx (xx hours per fortnight)
<b>Position Classification:</b>	Salary level xx
<b>Wellness day, Annual Leave, Salary Packaging, District and remote allowances</b>	In accordance with the HelpingMinds Staff Agreement 2022-2026
<b>Superannuation:</b>	The employer superannuation contribution will commence at 1% above the superannuation guarantee rate. Contributions increase progressively based on the length of employment and in accordance with the HelpingMinds Staff Agreement.

## ESSENTIAL MINIMUM SELECTION CRITERIA

### QUALIFICATIONS AND LICENCES

- Proof of Australian Working Rights
- National Police Clearance (no older than 6 months)
- Driver's Licence
- First Aid Certificate
- Working with Children Card
- A relevant Qualification E.g. Counselling, Psychology, or Social Work

### EXPERIENCE, SKILLS AND KNOWLEDGE

- Demonstrated ability to engage and provide counselling support to adults and young people, as well as groups
- Demonstrated ability to consult, liaise and maintain close working relationships with other service providers
- Demonstrated ability to work with minimum direction and to effectively communicate with Management and the team
- Strong organisational and time management skills with the ability to successfully deal with competing priorities
- Experience in developing and facilitating group programs
- Work collaboratively to ensure effective team goals and client outcomes are met
- Demonstrated ability to provide advocacy services to clients
- Demonstrated effective oral and written communication skills
- Well-developed IT skills, with experience using Microsoft products and databases.

### DESIRABLE SELECTION CRITERIA

- Experience working with Culturally and Linguistically Diverse (CALD), and Aboriginal and Torres Strait Islander people
- Similar experience in mental health/carer not-for-profit organisation/s, government departments or corporations;
- Knowledge of the National Disability Insurance Scheme (NDIS)
- Knowledge of contemporary mental health carer issues.
- Current Influenza and COVID-19 vaccinations

## EMPLOYEE DECLARATION

I have read and understand the responsibilities and duties set out in this job description.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_

*HelpingMinds is an equal opportunity employer supporting diversity in the workplace. We are committed to creating and safe environment for all team members and clients. To view our diversity statement please visit the [HelpingMinds website](#)*

This document can be made available in alternative formats on request for a person with a disability.