

## Mental Health Promotions Officer

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<b>TEAM:</b>	<b>Child, Youth &amp; Family Services</b>
<b>LOCATION:</b>	<b>Perth</b>
<b>REPORTING LEADER:</b>	<b><i>Executive Child, Youth &amp; Family Services</i></b>

## 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 HelpingMinds purpose & values, this role undertakes activities including networking, engaging and supporting a variety of different community stakeholders (eg. School or workplace) on mental health issues. To provide information and education designed to enhance community understanding, increase the likelihood of identifying and addressing mental health problems and promote good mental health

## PRIMARY DUTIES AND RESPONSIBILITIES

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### 1. Education

- Provide education on mental illnesses, promoting accurate, evidence-based information to schools, tertiary institutions and the community
- Maintain and develop partnerships with schools, tertiary institutions and the community to deliver programs, expos etc.
- Providing information to students and community members regarding where they can seek assistance, including referring into HelpingMinds services as well as other Mental Health or Allied Health organisations
- Assist in the planning, development and delivery of mental health related education programs
- Produce resources including promotional materials, presentations and documents to a professional standard that comply with branding policy, suitable for external communication to a variety of target audiences
- Incorporate evaluation methodology into every aspect of resource development and delivery

### 2. Promotion of Positive Mental Health Messages

- Actively seek opportunities to promote mentally healthy messages through liaison with local, state and federal government facilities, referral agencies/ community groups and other organisations
- Establish, foster and maintain close working links with relevant service providers to develop and maintain effective services to mental health carers
- Represent HelpingMinds at seminars, expos, presentations and workshops as required
- Work closely with HelpingMinds team members to ensure the impact of Health Promotion activities is address at the planning stages so that team members are available to manage increased referrals

## KEY PERFORMANCE INDICATORS

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Deliver contractual targets as defined by relevant funding providers and any other key performance indicators to successfully deliver the role as identified by Team Facilitator or Executive.

### 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 establish 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.

## Mental Health Promotions Officer

## 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 & Family Services



Mental Health Promotions  
Officer

## POSITION STATUS, REMUNERATION AND BENEFITS

<b>Position type:</b>	Permanent Full-time
<b>FTE:</b>	1.0 (76 hours per fortnight)
<b>Position Classification:</b>	Salary level 3.1 – 3.3
<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.

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### ESSENTIAL MINIMUM SELECTION CRITERIA

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#### QUALIFICATIONS AND LICENCES

- Proof of Australian Working Rights
- National Police Clearance (no older than 6 months)
- Current Driver's License and reliable vehicle
- First Aid Certificate
- Working with Children Card
- A relevant tertiary degree in Health Promotion, Public Health, Health Science or related discipline, considerable work experience in a similar field will also be considered

#### EXPERIENCE, SKILLS AND KNOWLEDGE

- The ability to design, deliver and evaluate community-based education projects
- At least 2 years of demonstrated experience in a similar position
- Experience working as part of multi-disciplinary team
- Previous experience and understanding of working with young people
- Demonstrated understanding of health promotion theory and evidence-based application
- The ability to communicate effectively to a variety of target audience groups with highly developed written and oral communication skills.
- Highly developed public speaking skills

### DESIRABLE SELECTION CRITERIA

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- The ability to develop strong and effective partnerships
- The ability to identify external stakeholders
- Good computer literacy and competency in the use of Microsoft Word.
- 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.

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### EMPLOYEE DECLARATION

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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 a safe environment for all team members and clients. To view our diversity statement please visit the [HelpingMinds website](#)*

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