

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Mental Health Support Coordinator
Division:	Community Services
Reports to:	Area Manager – Midwest and Gascoyne
Position Purpose:	To provide support, referral, advocacy and coordinate service delivery to Aboriginal and Torres Strait Islander people, and their families, living in Meekatharra, Cue and Mt Magnet who experience and live with mental ill health.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Client Support
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Coordinate and provide a point of contact and advocacy for people living with mental ill health in Meekatharra, Cue and Mt. Magnet; Provide an outreach service to Cue and Mt. Magnet to raise awareness and offer support and referral to individuals and families experiencing issues associated with their mental ill health; Participate in intake and clinical meetings with the local mental health team; Coordinate and work collaboratively to ensure individuals, families, agencies and organisations are provided with a timetable of visiting health and mental health services in communities; Support individuals and families to attend appointments with specialist and visiting services; 	<ul style="list-style-type: none"> Individuals and families in Meekatharra, Cue and Mt. Magnet access the service and are supported in relation to their mental ill health; Individuals and families in Mt. Magnet and Cue are supported with information, advocacy and referrals to specialist and general mental health services; Information is exchanged with the local mental health team and referrals received; Timetables are developed and distributed to families and agencies in the region; The number of people attending mental health and specialist and visiting services increases;

<ul style="list-style-type: none"> Provide individual counselling and group work to people experiencing issues with mental ill health. 	<ul style="list-style-type: none"> People are provided with one-on-one support and group work.
Key Result Area 2	Program Support
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Identify and implement ways in which Aboriginal consumers, carers and families can have input into the planning of mental health services in the local community; Coordinate and deliver culturally appropriate mental health education during specific community events such as Mental Health Week, NAIDOC Week, R U OK Day?, Yellow Ribbon events; Participate in a range of interagency meetings and forums to share information and best practice and highlight the needs of individuals and families experiencing and living with mental ill health; Actively participate in supervision and learning and development programs and peer development activities as required. 	<ul style="list-style-type: none"> Aboriginal people and families are an integral part of the planning of mental health service delivery in the local community; Culturally appropriate community education is provided in a number of settings through participation in community events and activities; Effective contribution is made to relevant forums with consequent development in the service and the position of families in the community; Development activities are fully engaged in.
Key Result Area 3	Relationship Management
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Develop strong internal relationships with clients and other MA staff to contribute to the effective functioning of the service and improved outcomes; Develop strong relationships with key external stakeholders including the WACHS, the WA Mental Health Commission, Meekatharra District Hospital and other agencies to provide people with mental ill health and their families information, support, advocacy and referrals; Work collaboratively to develop opportunities for community learning and knowledge sharing, particularly in relation to suicide awareness, stigma and discrimination and the importance of physical health in maintaining mental wellbeing. 	<ul style="list-style-type: none"> Strong internal relationships are developed resulting in improved service delivery and service outcomes; Strong external relationships result in effective interactions and information sharing to address mental health needs of individuals, carers and their families; Positive relationships are built with local and regional agencies to increase awareness of suicide and challenge the stigma and discrimination associated with mental ill health.
Key Result Area 4	Administration
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Collect, maintain and share clear, accessible and up-to-date data on MACSIMS; Prepare and submit timely and six-monthly reports to the Area Manager and WAPHA; Adhere to all relevant internal and external policies and procedures, statutory and contractual requirements; Engage in evaluation activities where required; Provide timely feedback to the Area Manager on local risks, issues and opportunities. 	<ul style="list-style-type: none"> Data is collected and entered daily; Reports and statistics are submitted accurately and on time; All relevant internal and external policies are adhered to at all times; Regular review policies and procedures and provide opportunities for continuous improvement; Information is shared with the Area Manager in team meetings, supervision and other discussions.

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace;
- Ensure required workplace health and safety actions are completed as required;
- Participate in learning and development programs about workplace health and safety;
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety;
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries;
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards;
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Tertiary qualification in social work, psychology, mental health and/or other relevant field;
- Demonstrated experience working with people who live with mental ill health and their families;
- Demonstrated experience in the management and coordination of health specific services;
- Demonstrated ability to engage and work with mental health services, community and hospital based professionals, community agencies to assist with the development of management strategies to support people with mental ill health;
- Demonstrated experience in developing and implementing mental health community development programs in consultation with community members and service providers;
- Demonstrated experience working with Aboriginal people in remote locations;
- Demonstrated experience in providing individual counselling and group work;
- High levels of communication, written, computer and organisation skills;
- Ability to prepare and submit reports in a timely manner;
- Capacity to mentor and role model effective and professional work practices;
- Ability to deliver service outcomes on time and compliant with funding requirements.

Key challenges of the role

- The ability to remain focused and motivated while working autonomously and in a team in a varying environment;
- Be creative in addressing issues or challenges facing the community in order to achieve desired outcomes.

Compliance checks required

Working with Children ☒

National Police Check ☒

Vulnerable People Check ☐

Drivers Licence ☒

Other (prescribe) ☐

Approval

Manager name

Approval date