

Position Description

Title	Mental Health and Wellbeing Trainee
Business Unit	Mental Health
Location	Various locations: Ballarat, Horsham, & Morwell
Employment type	Full time (76 Hours/fortnight) – Maximum Term (12 months)
Reports to	Project Lead

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position Purpose

The Mental Health and Wellbeing Trainee is a new role being trialed by the Victorian Government to encourage growth in the community mental health and wellbeing sector. The Mental Health and Wellbeing Trainee role will form part of an earn and learn model that will enable participants to complete mental health education whilst working in a community mental health service. Services will support participants in completing their education and developing a sound understanding of the community mental health sector through employment.

Under the general guidance and direction the Mental Health and Wellbeing Trainees will be responsible for providing support for the day-to-day intake and assessment service functions.

Mental Health and Wellbeing Trainees will be supported with workplace supervision and relevant workplace training and education throughout the employment period.

Position Description

Mental Health Wellbeing Trainee

2. Scope

Budget: Nil

People: Nil

3. Relationships

Internal

- Uniting employees

External

- Registered Training Organisation
-

4. Key Responsibility Areas

Direct Support Provision

Work within the principles of recovery orientated, trauma informed mental health practice including:

- Under the guidance and direction of Mental Health and Wellbeing staff, support consumers with actioning their wellbeing plan including support with
 - Routine, daily living skills and capacity for self-care
 - Managing physical health.
 - Support to participate in community life including education, employment, volunteering, or community activities
- Assist in initial needs assessment for people referred to a community mental health service.
- Assist in the facilitation of group activities around capacity building.
- Assist in the development of wellbeing/recovery plan
- Assist in the provision of evidence informed individual person-centred recovery and trauma informed wellbeing supports.
- Assist in the provision of group-based activities aimed at building individual capacity and life skills.

Support Consumer and Carer Participation

Engage in ongoing consultation, co-design and coproduction with consumers, carers and natural support networks. This includes providing services and supports in a culturally sensitive manner for consumers and families from Culturally and Linguistically Diverse (CALD) LGBTIQ+ and First Nations backgrounds and working closely with the service's Lived Experience team including:

- Assist in the identification and offer support to families, carers and natural supports as required.
- Support engagement of consumers, carers, families, and supporters to peer support and education programs.
- Assist with linkages, relationships, and referral pathways to maintain or create a range of local supports for consumers that support wellbeing and facilitate them living the life of their choosing in their own community
- Participate in codesign, coproduction and co-facilitation of groups and educational supports
- Apply a recovery-oriented framework, supporting development of social and living skills, and ensuring identified goals and aspirations align with individualised wellbeing plans.

Position Description

Mental Health Wellbeing Trainee

Support Team Activities

Working within the context of the team including:

- Support for, and ongoing development of, an environment based on shared accountability and effective knowledge sharing.
- Cooperate with all team members to ensure continuity of care and the provision of an exceptional service offer.
- Actively participate in team meetings, service planning sessions, and staff development activities
- Other activities as directed to support program and service delivery.

Administration

- Keep accurate and complete records of work activities in accordance with legislative requirements and the services' records, information security and privacy policies and requirements.
- Ensure all relevant consumer details and data are collected and recorded.

Personal Accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Uniting's occupational health and safety (OHS) policies and procedures
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - based on any relationship with a current member of Uniting's workforce
 - or any ongoing work with another organisation.

5. Person Specification

Qualifications

- Enrolment and satisfactory progress towards completion of Certificate IV in Mental Health
- Completion of National Disability Insurance Scheme (NDIS) Worker Orientation Module Certificate.

Experience

- Experience working in physical or wellbeing related disciplines such as yoga teaching, personal training, or sports coaching or artistic disciplines such as painting, drawing, and sculpting (desirable)

Position Description Mental Health Wellbeing Trainee

- Lived experience (as carer or consumer) of public mental health services (desirable)

Core Selection Criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Interpersonal Skills:** Warm and engaging and applies a helpful approach to understand a person's underlying concerns or needs.
- **Communication:** Ability to engage with a range of people and stakeholders to work towards mutually agreed wellbeing goals, ability to present oral and written information in a manner appropriate to purpose and audience.
- **Problem solving:** Seeks information from a range of sources to support problem solving. Can consider different perspectives and adjust approach accordingly.
- **Self-management:** Seeks support, guidance and feedback to inform learning needs and development. Can identify own self-care strategies.
- **Empathetic:** Considers diverse views with compassion and understanding.
- **Consumer focus:** Considers activities, decisions and outcomes from the perspective of the consumer.
- **Teamwork:** Ability to work collaboratively showing initiative and flexibility.
- **Computer skills:** Competency in Microsoft Office Suite

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: