

Mental Health Foundation (ACT)

Position Description

Position Title	Program Lead – Case Management
Reports to	Business Development Manager
Roles Reporting to this Role	Nil
Key Relationships	People in the care of MHF; their carers, guardians and clinical support teams; MHF Staff and Volunteers; Referrer Agencies
Location	Chifley Kambah Remote
Terms	Permanent Part Time

Objectives of this Position

This role will coordinate all aspects of the Case Management Program, and subsequently, the HASI Program which is part of the Case Management Program, under the direction and guidance of the Business Development Manager.

Qualifications and Skills

Essential Criteria

- Demonstrated time management and project coordination skills
- Certificate IV in Mental Health or higher
- You must be able to work daytime shifts, Monday to Friday

Desirable Criteria

- Experience coordinating and driving programs or projects
- Experience developing and communicating rosters
- Excellent written and verbal communication skills

Limitations

This role exists to support the HASI Program and will terminate if the HASI Program concludes at any point.

Main Responsibilities

Under the direction of the Business Development Manager, this role will see you:

- Encouraging the consideration of the rights, needs and goals of participants in their homes and promoting that approach to all people entering participant homes
- Coordinating staff and rosters for the Case Management Program
- Liaising with finance to ensure all clients are billed for services provided
- Providing regular wellbeing check ins with the Case Management Program staff
- Supporting the referral and intake process for new participants into the Case Management Program, including the HASI Program
- Providing regular updates to the Business Development Manager and broader Management Team

- Identifying and reporting significant and notable changes in the needs of people living with mental illness within the Case Management Program and ensure that a record / journal is prepared after each activity or appointment
- Work as a member of the team sharing relevant knowledge and experience

Short, medium and long term individual goals, performance metrics or work plans will be determined from time to time in conjunction with the Business Development Manager.

Conditions

- All employees of MHF, whether paid or unpaid are required to abide by MHF’s Code of Conduct
- All employees of MHF, whether paid or unpaid are required to hold a current ACT Working with Vulnerable People Card with a NDIS Worker Screening check

Acknowledgement

I, _____ acknowledge that I have read and understand the contents of this Position Description and:

- Confirm I have the relevant qualifications, skills and experience set out as non-negotiables
- Confirm I have read the MHF Code of Conduct and agree to abide with its content

Name

Signature

Date