

Mental Health Foundation (ACT)

Position Description

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

Objectives of this Position

This role will coordinate all aspects of the Florey Program under the direction and guidance of the Business Development Manager.

Qualifications and Skills

Essential Criteria

- Relevant tertiary qualifications
- You must be able to demonstrate that you have a minimum of two years experience providing direct supports to people with mental illness
- Experience working with the NDIS Framework
- You must be able to provide daytime shifts, Monday to Friday

Desirable Criteria

- Experience leading small teams
- 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 Florey Program
- Reviewing and signing off activities for processing by finance
- Supporting the referral and intake process for new participant into the Florey Program
- Providing regular wellbeing check ins with the Florey Program staff
- 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 Florey Program and ensure that a record / journal is prepared after each activity or appointment
- Providing frontline mental health mentoring and support to people living with mental illness
 - Develop supportive and empowering relationships with people living with mental illness, their families and carers
 - Facilitate supported decision making
 - Provide support to participants overnight as part of their 24/7 care when required
 - Assist with self-administration of medication; meal preparation; and provide emotional support and encouragement to participants while they attend activities
- 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.

Specialised Responsibilities

- Certain participants may require specialised supports, for example:
 - Medical or clinical issues such as epilepsy
 - Mediation management
 - Behavioural Support Plans
 - Alcohol or other drug dependence
- This role will be required to obtain training in such instances before they can provide support to those participants.

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, <Name> 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