



Mitchell Community Health Services Position Description

Position Title:	Personal Helpers and Mentors Program (PHaMs) Team Leader
Incumbent:	This position is currently vacant
Location:	<i>Mitchell Community Health Services conducts business from its Centres in Broadford, Seymour and Wallan (Wallan Community Health and Resource Centre). Some services are provided on an outreach basis or from the client's home in the Mitchell and Murrindindi Shires.</i>
Team/Program Area:	Counselling and Community Care
Reports to:	Director Counselling and Community Care
Supervisory Responsibilities:	PHaMs Outreach and Peer Support Workers
Hours of Work:	Full Time/ (38.hours/week)
Classification/Award:	Award: Health Professional Classification: Social Worker G2Yr 3 (\$60,522.80) Generous salary packing available
Performance Review:	A three (3) month probation will apply to this position (3 months from date of commencement). Performance reviews will then be held annually.
Version Number:	1.0 Date Written: June 1, 2009
Version updates:	
Approved by:	 Signature:
	Name: Chris McDonnell
	Position: Chief Executive Officer
	Date: June 2009

Background

Mitchell Community Health Services (MCHS) is committed to excellence in the delivery of holistic, accessible, community based health services. We value community participation and working in partnership with other agencies to identify community needs. We strive to develop innovative programs and services and actively encourage community members to be responsible for their own well-being.

Less than an hour's drive from the north of Melbourne, MCHS provides a broad range of service to residents of the lower Hume region, which includes a variety of small rural communities in addition to rapidly growing suburban settings.

Position Purpose and Scope

MCHS was successful in obtaining funding for the Lower Hume region for the Commonwealth Personal health and Mentor Program (PHaMs). The aim of PHaMs is to provide recovery focussed support to individuals who are socially isolated due to mental illness. The PHaMs program will operate from a strong teamwork focus that includes a Senior Clinician, a number of Outreach and Peer Support workers.

The Team Leader will have extensive experience working with clients experiencing mental health problems, proven ability to lead a team, and a commitment to an asset based approach to service delivery.

Key Responsibilities

The Team Leader will work closely with the Director of Counselling and Community Care to:

Service Provision

- Provide outreach services to PHaMs participants, family members and friends to develop short and long term goals that re-establish meaningful community connections.
- Work closely with the Service Access and Coordination Team to assess referrals for the PHaMs program, and undertaking comprehensive client assessments.
- Ensure the delivery of quality and accountable services to the community including the use of client feedback systems.
- Ensure the management of data collection systems and provide timely and accurate data reports for funding bodies and for the Agency
- Maintain all documentation, including client files, in an accurate, professional and timely manner

Service Development

- Implement, monitor and report on progress and service quality improvement plans
- Undertake community engagement and networking to develop partnerships aimed at increasing opportunities for PHaMs participants, friends and families.
- Participate and support an integrated approach to health promotion activities within the agency.
- Participate in community development and health promotion activities designed to increase community understanding and acceptance of mental health issues.

Staff support and supervision

- Supervise other PHaMs Workers including two part time Peer Support Workers.
- Provide daily operational support to PHaMs workers.
- Support and education other MCHS staff in relation to effective work with individuals with mental illness

Selection Criteria

Essential:

- Tertiary Qualifications in a health/welfare related discipline (e.g.: Psychology, Social work, Nursing, Occupational Therapy)

- Demonstrated experience in the provision of services to clients with mental illness, including goal focussed care planning.
- Demonstrated experience in team leadership and service development activities.
- A commitment to ongoing professional development
- A commitment to a strength based approach to service delivery.
- Advanced verbal and written communication skills.
- A strong interest in service development

Desirable:

- Previous experience in the health promotion planning and service delivery.
- Experience in the alcohol and other drug sector.

Other relevant information

- New staff will be required to undergo a Police Records Check and, if relevant, a Working with Children's Check.
- Employees are required to advise Mitchell CHS of any changes that may affect the current Police Records check status, and advise Management immediately.
- A current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Mitchell CHS Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- Professional Memberships should remain active.

I have read this position description and understand its contents.

Signed:.....Date:.....

Name in Print:.....

Director

This position description accurately describes the essential functions assigned to this position.

Signed:.....Date:.....

Signed:.....Date:.....