

POSITION	Mental Health Worker
REPORTS TO	Director of Clinical & Community Services
AWARD	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020
CLASSIFICATION	Welfare Worker / Social Worker (dependent on qualifications)
EMPLOYMENT STATUS	As per contract
HOURS PER FORTNIGHT	As per contract

INGLEWOOD & DISTRICTS HEALTH SERVICE

Inglewood & Districts Health Service (IDHS) is a holistic health service nestled in the peaceful rural hamlet of Inglewood in country Victoria. With a population of 800 people, the town features a charming historic streetscape with many notable gold rush buildings, a modern pharmacy, banks, post office, supermarket, excellent wineries, and bowls and golf clubs. Inglewood is a 45km drive away from the bustling, Central Victorian town of Bendigo which is also easily accessible by public transport. This makes Inglewood a very attractive option for those wanting a rural lifestyle while having access to all the facilities and services of a large regional centre.

IDHS is situated in the Shire of Loddon and provides services to more than 5,500 residents in the communities of Bridgewater, Inglewood, Korong Vale, Newbridge, Serpentine, Tarnagulla, Wedderburn and surrounding townships.

All IDHS facilities are conveniently located on one site – Urgent Care Centre, community health and hospital and residential aged care (hostel and nursing home). IDHS also offers a diverse range of services including diabetes education, community and district nursing, counselling and cardiac rehabilitation, planned activity groups, volunteer and strength training programs.

IDHS has strategic alliances with a range of hospitals, health services, health alliances and government bodies.

OUR VISION

Excellence in Health Care now and the future

OUR MISSION

Providing Quality Health Services, supporting and enhancing community wellbeing

OUR VALUES

- Care
- Respect
- Choice
- Equality

OUR COMMITMENTS

- We encourage and assist our clients to achieve life-long health and wellbeing.
- We respect each individual's rights, needs and choices including the right to refuse treatment.
- We provide equality of access to services.
- We support the broad definition of health which includes meeting social, emotional, physical, cultural and spiritual needs through a multi-disciplinary approach.

- We seek to achieve quality health outcomes.
- We provide a safe and supportive environment for staff and others.
- We encourage the personal and professional development of staff.
- We encourage participation by all members of the community in planning, implementing and evaluating service delivery.
- We facilitate partnerships with other service providers.
- We support and encourage a culture of Continuous Improvement across the organisation.

THE POSITION

The Mental Health Worker will provide support and advocacy to people with a mental health issue. The position will support clients’ lifestyle choices and assist them to access community resources, to better manage their mental health symptoms and to identify strategies to enhance their everyday living skills. The position will provide information to clients and advocate when necessary to ensure equitable access to community resources. The position will work collaboratively with the other services to ensure best possible client outcomes, including developing collaborative care plans and care coordination.

<p><u>KEY RESPONSIBILITIES AND DUTIES</u></p>	<ul style="list-style-type: none"> • Work equitably with clients and respect each individual’s right to dignity, privacy, independence and respect • Assist clients to identify and plan strategies to achieve personal goals within a client directed framework • Develop trusting, positive and professional relationships with program participants and other service providers • Provide information to clients and advocate when necessary to facilitate access to community services and facilities • Support clients in facilitating their own recovery from mental illness by enabling empowerment and choice and promoting personal resilience and social inclusion • Conduct community and regional-connection development activities, including group presentations on mental health • Provide support to enhance the everyday living skills of clients • Liaise with carers, families, significant others and specialist and generic agencies involved in providing care to the client • Operate within relevant legislation, departmental and agency policies and guidelines • Maintain high quality, accurate and timely case notes and records • Actively participate in supervision, case reviews and team meetings • Identify and assist in the solution to any communication and workflow problems by suggesting improvements and enhancements to existing IDHS systems and processes
<p><u>GENERIC RESPONSIBILITIES AND REQUIREMENTS</u></p>	<p>Workplace Health & Safety</p> <p>IDHS is committed to the provision and maintenance of a healthy and safe workplace with the notion of “safety always” underpinning all its activities. Staff are encouraged to actively promote the behaviours, values and attitudes that are supportive of a culture of safety, with each staff member being required to take reasonable care for their own health, safety and wellbeing and the health, safety and wellbeing of others who may be affected by their actions. All staff are required to adhere to organisational workplace health and safety policies and procedures and participate in safety related education and evaluation activities.</p> <p>IDHS recognises the integral role of each individual in the promotion, development and maintenance of its culture of safety.</p>

Compliance with Policies and Procedures

All IDHS's policies and procedures are set out in its clinical and managerial policy manuals located on PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients, clients, residents and interact with other customers, including staff of IDHS. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of IDHS are required to adhere to these principles.

Risk Management

IDHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

Performance Appraisal

A performance development and review process will be carried out six (6) months after commencement of employment and thereafter on a regular informal basis and on a formal basis annually. This is to ensure staff satisfactorily progress towards their Key Performance Indicators (KPIs). The Performance Appraisal will be based on successful outcomes of the KPIs, this Position Description and the policies and procedures of the IDHS. The performance appraisal must be discussed with and signed by the staff member.

Quality Improvement

Each staff member has a responsibility to participate and commit to ongoing quality improvement activities using the 10 National Standards model, Aged Care Accreditation and/or HACC Community Care Common Standards as relevant to their areas of practice.

Employment Principles

IDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

Code of Conduct

The Victorian Government's Code of Conduct is binding on all IDHS staff. Contravention of a provision in the code may constitute misconduct and/or regarded as a breach of the staff member's employment agreement and will be dealt with under IDHS's Disciplinary Policy/Procedure.

	<p>Infection Control</p> <p>Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public. This can be achieved by all staff adhering to the policies and procedures as set out in the Infection Control Manuals.</p> <p>Confidentiality</p> <p>Each staff member must comply with the rules of confidentiality relating to hospital patients, nursing home or hostel residents, or clients of any community health service. A breach of confidentiality will result in disciplinary action and/or dismissal from the health service.</p> <p>Privacy Principles</p> <p>Each staff member must understand and comply with the Privacy Principles of the Health Records Act and Information Privacy Act.</p>
<p><u>QUALIFICATIONS</u></p>	<p>Essential</p> <ul style="list-style-type: none"> • Certificate IV in Mental Health / Alcohol and Other Drugs / Community Services or demonstrated experience in Mental Health Services or similar <p>Desirable</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications
<p><u>KEY SELECTION CRITERIA</u></p>	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of mental health issues, illnesses and disorders as well as developed knowledge of regional health and welfare service providers • Proven ability to empathise with people who experience mental health issues • Ability to develop individual program plans • Proven ability to work unsupervised and effectively manage own time • Proficient with computers including the use of Microsoft Office • Demonstrated experience in undertaking intake and assessment activities and understanding referral pathways • A satisfactory police check • A Working with Children Check • A current Victorian Driver's License
<p><u>ADDITIONAL INFORMATION</u></p>	<ul style="list-style-type: none"> • All IDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association. • This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at IDHS's discretion and activities may be added, removed or amended at any time. • To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle. • The successful applicant will be required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description.

Staff Member's Name (please print) _____

Staff Member's Signature _____ Date _____

Manager's Name (please print) _____

Manager's Signature _____ Date _____

CEO Name (please print) _____

CEO Signature _____ Date _____