

# Position Description

<b>Title</b>	Mental Health & Wellbeing Trainee
<b>Business unit</b>	AOD, Mental Health, Carer Services and Tasmania
<b>Location</b>	As per employment agreement
<b>Employment type</b>	Part Time, Maximum Term
<b>Reports to</b>	Lead Educator

## 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 Earn & Learn Internship program is part of the Victorian Government's Mental Health and Wellbeing Workforce Strategy (2021-2024) that outlines a strategic approach to deliver a diverse, skilled and multidisciplinary workforce required for a reformed mental health and wellbeing system.

The Mental Health and Wellbeing Trainee will provide support to consumers, families, carers and supporters in line with Uniting Vic Tas's organisational values for people with mental health and/or alcohol and other drugs challenges. The Mental Health and Wellbeing Trainee will participate in a 12-month traineeship in community mental health services whilst undertaking study in the Certificate IV or Diploma of Mental Health. Services will support Trainees in completing their education and give opportunities to develop knowledge, skills and confidence in a structured and supportive environment.

The Mental Health and Wellbeing Trainee will be responsible for providing support for the day-to-day intake and assessment service functions, outreach support, one-to-one support, group facilitation and will work collaboratively with consumers to achieve their wellbeing and recovery goals. Mental Health and Wellbeing Trainees will be supported with workplace supervision and relevant workplace training and education throughout the employment period.

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## 2. Scope

**Budget:** nil

**People:** nil

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## 3. Relationships

### Internal

- Manager AOD, Mental Health and Wellbeing
- Team Leader AOD, Mental Health Training / Capacity Building
- Lead, Workforce Development
- Other Mental Health and Well-being trainees
- Mental Health and Alcohol and Other Drugs Division Program staff

### External

- Registered Training Organisations

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## 4. Key responsibility areas

### Provide direct support to individual consumers.

- Work with the principles of recovery orientated, and trauma informed mental health practice including:
  - Developing routine, daily living skills and capacity for self-care.
  - Understanding and managing consumer's own mental health and/or AOD challenges.
  - Managing physical health.
  - Addressing stigma and managing issues arising from trauma.
  - Support to maintain or create meaningful activity through participating in community life including education, employment, volunteering, education or community activities.
- Assist in initial needs assessments for people referred to a community mental health service.
- Purposely engage with consumers using techniques including:
  - Brief intervention.
  - Motivational interviewing and coaching.
  - Family inclusive practice.
  - Trauma informed practice.
  - Conflict resolution.
  - Behaviour support for dual diagnosis.

### Undertake Group Work

- Plan and develop group work programs that will assist consumers to build their skills, focus on their recovery and work towards transitioning back to their community.
- Assist in the co-facilitation of group activities aimed at building capacity and life skills.
- Deliver group programs as a co-facilitator where needed.
- Evaluate, gather feedback and review group work programs.

### Provide Support to Families and Carers

- Engage in ongoing consultation, co-design and coproduction with consumers, carers and 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 supports as required.
  - Support engagement of consumers to connect with local service providers

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with clinical mental health, physical health, education and employment, eligible entitlements and benefits, housing, transport, recreation and social connections.

- 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.
- Apply a recovery-oriented framework, supporting development of social and living skills, and ensuring identified goals and aspirations align with individualised wellbeing plans.
- Work with families and carers at the time of transition back to community.
- Collaborate with others in the consumer's life including family, carers, mainstream support and other service providers chosen by the consumer to deliver elements of their plans.

### 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.
  - Undertake relevant training and professional development including regular supervision.

### 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 health and safety of others (to the extent required).
- 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 a relationship with a current member of Uniting's workforce

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- Based on my ongoing work with another organisation

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### 5. Performance indicators

- To be confirmed

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### 6. Person specification

#### Qualifications

- Evidence of enrolment and satisfactory progress towards completion of Certification IV or Diploma of Mental Health is required.
- Commitment to completing the Certificate IV or Diploma of Mental Health including fulfilling attendance and completing coursework requirements.
- 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).
- Proven experience in Community Services, Mental Health, Disability, Social Welfare, Housing Healthcare or Government sectors (desirable)
- Experience and expertise working directly with people with mental health issues, AOD challenges, complex needs and with their families and carers (desirable)
- Demonstrated knowledge and experience in application of theoretical approaches, practices and appropriate service responses including family inclusive practice, trauma informed theory, cognitive behavioral therapy, motivational interviewing and harm reduction therapy (desired)
- A lived experience (as carer or consumer) of mental ill health and recovery (desirable)
- Experience in assessing need and working collaboratively to plan goal orientated recovery using evidence informed approaches and tools (desirable)
- Ability to co-design, co-produce and co-facilitate groups and education support (desirable)
- Demonstrated experience in client notes, reporting and working with a variety of electronic systems (desirable)

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Interpersonal Skills:** warm and engaging and applies a compassionate approach to understand a person's underlying concerns or needs.
- **Communication skills:** 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.
- **Organisational skills:** demonstrated ability to prioritise, manage multiple complex tasks concurrently, work under pressure and meet deadlines.
- **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 suites.

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### 7. 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.**

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### 8. Acknowledgement

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

#### Employee

Name:

Signature:

Date:

