

# Job Description



## OUR ORGANISATION

Skylight Mental Health (Skylight) is a community based, not for profit organisation, which provides a range of education, support, rehabilitation and recovery based services and programs for people with mental illness, their carers (family and friends) and the community. Skylight programs are delivered utilising “lived experience” of people with mental illness and carers, and according to a psychosocial rehabilitation model and recovery philosophy and practice.

Skylight’s objectives include promoting greater community knowledge, awareness, support and understanding of the effects of mental illness on individuals and their carers. These objectives are pursued through research, illness management, support, reducing stigma and advancing the rights of people with a mental illness and their carers. Skylight is a member organisation of MIFA (Mental Illness Fellowship Australia, [www.mifa.org.au](http://www.mifa.org.au)), a national body with branches across states and territories in Australia. For more information about Skylight services and programs go to [www.skylight.org.au](http://www.skylight.org.au).

## OUR VISION, MISSION and VALUES

**OUR VISION** is a South Australian community which understands mental illness and responds with confidence, respect and hope.

**OUR MISSION** is to increase opportunities to achieve good mental health, to promote acceptance of mental illness in the community and provide quality services for people with mental illness, their family and friends.

**OUR VALUES:** Show Respect, Foster Team, Create Quality, and Embrace Opportunity.

## KEY PERFORMANCE AREAS

*All Skylight employees are required to meet at least the minimum level of satisfactory performance in the following areas within the context and performance of their positions:*

<b>Organisation:</b>	Skylight and our strategic goals, including positive culture, policies, procedures and legislative requirements
<b>Program/Work Area:</b>	Program/Work Area tasks & responsibilities
<b>Team:</b>	Working relationships within Skylight teams
<b>Individual:</b>	Individual performance areas
<b>Supervisor:</b>	Working relationship with your direct supervisor
<b>Leadership:</b>	Additional responsibilities which apply to Team Leaders, Coordinators, Specialists and Managers who participate in Leadership Group meetings at Skylight

# Job Description



## **POSITION SUMMARY**

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<b>TITLE:</b>	Community Worker
<b>PROGRAM/WORK AREA:</b>	Service Delivery
<b>AWARD:</b>	Social, Community, Home Care and Disability Services Industry Award 2010, SACS 3
<b>HOURS:</b>	0.6 FTE
<b>LOCATION:</b>	Murraylands

Skylight programs deliver a range of recovery oriented community mental health services by working alongside people experiencing mental illness, family and friends who support them, and the broader general South Australian community. Skylight programs are developed with input from participants to ensure responsive, effective services which build on strengths, increase resilience and improve mental health.

Services include individual support, carer programs, therapeutic groups, social and recreational activities, together with information, education, advice and referral. The Community Worker will perform one or more of these services.

Under the general direction of a Manager or delegate, the Community Worker will assist in the development, delivery and evaluation of high quality Skylight programs. The Community Worker will contribute to a collaborative and flexible team culture to build and maintain respectful and compassionate relationships with program participants. This will include working closely with community partner organisations and key stakeholders in a range of locations, including Skylight sites, community centres, local community settings, within people's homes and residential group accommodation.

## **SPECIAL CONDITIONS**

The Community Worker position may require flexible work hours. Flexible work hours are subject to the needs of the program as negotiated, with time off in lieu provided by mutual agreement where additional hours are worked, to maintain an average of allocated hours per week.

Satisfactory National Police clearance and DCSI Child-related Employment Screening are required prior to appointment. You must hold a Permanent Resident Visa or be an Australian Citizen to apply for this position.

The Community Worker will be required to use their own registered, insured and fully maintained motor vehicle and will be compensated for mileage at the Award rate.



# Job Description



## **DUTIES**

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- Assist in the development, delivery and evaluation of a range of recovery oriented community mental health services (individual and/or group) by working alongside people experiencing mental illness, family and friends who support them, and the broader general South Australian community.
- Utilise and implement principles and culturally competent practices based on National Standards for Mental Health Services.
- Provide responsive effective services, which build on strengths, increase resilience and improve mental health for example involving carers, assisting in the development of independent living skills and encouraging community participation.
- Contribute to a collaborative and flexible team culture.
- Implement appropriate crisis intervention and risk assessment processes where required.
- Contribute to the progress of Skylight's Reconciliation Action Plan.
- Develop and implement resources, policies, and processes as required.
- Networking and working closely with community partner organisations and key stakeholders as required.
- Prepare and maintain appropriate records and data, and complete a range of general administrative tasks.
- Maintain up to date mental health knowledge and engage in regular supervision and annual performance appraisals to ensure ongoing professional development.
- Supervise, mentor and provide assistance to other staff, students on placement and volunteers to ensure the achievement of service objectives.
- Contribute to the high standard of service provided by Skylight by participating in relevant meetings, delivering programs consistent with Skylight's strategic plan, policies and procedures and participating in continuous quality improvement activities.
- Plan, develop and implement special projects and events as directed by the CEO or delegate to meet specific and identified needs. This may include working within or alongside other Skylight programs/work areas from time to time to achieve Skylight's strategic goals.

# Job Description



## SELECTION CRITERIA

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### **Skills, Knowledge and Experience**

- Extensive experience in the community services and/or a tertiary qualification, certificate or diploma relevant to the health or mental health area, at a minimum qualification of Certificate IV Mental Health (non clinical).
- Sound knowledge of mental illnesses including impact on individuals, carers and the community, and relevant community services and means of accessing them.
- Demonstrated ability to apply National Standards for Mental Health Services and culturally competent practices.
- Demonstrated skills in one or more of the following areas: individual support, carer programs, therapeutic groups, social and recreational activities, provision of information, education, advice and referral.
- Demonstrated communication skills including verbal, written and interpersonal.
- Ability to develop effective working relationships with community partner organisations and key stakeholders.
- Demonstrated teamwork skills, including knowledge of teamwork principles, ability to build and maintain good working relationships with all team members, volunteers and students.
- Ability to take initiative, problem solve and work autonomously when required.
- Ability to embrace change and strive for continual improvement.
- Current SA Drivers License and willingness to use own registered, insured (at a minimum Third Party Property Damage Insurance) and fully maintained motor vehicle for work purposes.
- Current Introduction to First Aid and Child Safe Environment accreditation (or willingness to obtain).
- Good knowledge of Microsoft Office Programs, email and internet.
- Sound understanding of organisational operations and workplace policies and practices, e.g. Equal Opportunity and WHS.