

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), 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.

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:

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

Job Description



POSITION SUMMARY

TITLE:	Student Placement Supervisor
PROGRAM/WORK AREA:	Service Delivery
AWARD:	Social, Community, Home Care and Disability Services Industry Award 2010, SACS 4
HOURS:	0.6 FTE
LOCATION:	Metropolitan Sites

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.

Under the general direction of a Manager or delegate, the Student Placement Supervisor will deliver on Skylight's obligations within its contract/s with university Social Work departments for student placement and student learning. The Student Placement Supervisor will maintain partnerships with the relevant university staff, and support and supervise a group of students to complete their Social Work student placements.

SPECIAL CONDITIONS

The Student Placement Supervisor position may require flexible work hours. Flexible work hours are subject to the needs of the students 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. You must hold current Social Worker registration with AASW.

The Student Placement Supervisor will be required to use their own registered, insured (at a minimum Third Party Property Damage Insurance) and fully maintained motor vehicle and will be compensated for mileage at the Award rate for driving required for work purposes.



Job Description



DUTIES

- Develop and maintain professional relationships with key University staff.
- Collaboration with Skylight staff to ensure student, University and organisational needs are met.
- Interview and select students according to Skylight Vision, Mission and Values.
- Undertake all Student Placement requirements according to contractual obligations, including:
 - Negotiating and providing all student supervision
 - Maintaining appropriate contact with students as required
 - Establishing processes and communication pathways as appropriate
 - Participating in learning agreements
 - Developing mid placement assessment and final placement assessment reports
 - Collecting all relevant data and documentation
- The student placement supervisor is required to attend University Field Education Orientation training, and other meetings as required by the University.
- As part of Skylight, contribute to a collaborative and flexible team culture.
- Implement appropriate crisis intervention and risk assessment processes where required.
- 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

Skills, Knowledge and Experience

- A qualification in Social Work Degree and membership to AASW.
- A minimum of 2 years full time equivalent post-qualifying direct practice experience.
- Experience is supervising staff, volunteers and/or students within a community organisation.
- Experience in facilitating group as well as individual supervision sessions
- Evidence of alignment with National Standards for Mental Health Services and culturally competent practices.
- Demonstrated skills in practice in one or more of the following areas: individual support, carer programs, therapeutic groups, social and recreational activities.
- Demonstrated communication skills including verbal, written and interpersonal.
- Demonstrated ability to develop effective working relationships with partner organisations and key stakeholders.
- Excellent organisational, time management and data collection skills.
- Demonstrated ability in creating high quality reports.
- 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.
- 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.