

# RECOVERY MENTOR

## Organisational Attributes

The Mental Health Foundation ACT (MHF) is a mission based community organisation, established in 1984, with an innovative approach to the delivery of high quality services for people with a mental illness. MHF is committed to the promotion of better mental health within our community, and strengthening bonds of effective consumer participation in all of its activities. The vision for the Foundation is;

*“Creating Hope, People First, Better Mental Health”*

This is achieved using a recovery framework. We define recovery as a personal journey toward achievement of holistic wellbeing. MHF provides a broad range of services and supports aimed at helping an individual meet their own goals in achieving this wellbeing.

## Our Mission

Through innovative, quality services, we provide choice and control for people in meeting their individual mental health needs.

<b>Position Title</b>	Recovery Mentor / Coordinator
<b>Classification</b>	Grade 3 ( <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> )
<b>Program/Service</b>	Accommodation – Supported Living
<b>Position Location</b>	Florey and other locations within Canberra
<b>This Position Reports to</b>	Accommodation Program Manager
<b>Positions Reporting to This</b>	None
<b>Employment Status</b>	Part time for 6 months/ Casual
<b>Current Remuneration</b>	Salary \$29.18 per hour, plus 25% casual loading (if relevant) and 9.5% superannuation.
<b>Industrial Agreement</b>	Social, Community, Home Care and Disability Services Industry Award 2010.
<b>Probation Period</b>	3 months
<b>Working Hours</b>	This role involves shifts outside MHF ordinary working hours including evenings, weekends and public holidays 7 days a week. The role includes sleep-over shifts and on-call duties.

**Note: Due to the nature of this role, MHF is only seeking applications from females or those that identify as female to fill this role.**

## Main Responsibilities

MHF is recruiting for a female recovery mentor to work closely with female MHF National Disability Insurance Scheme (NDIS) participants living in supported accommodation. The successful applicant will assist the residents in the choice of services and supports enabling participants through capacity building strategies to live into today’s community. This is a 24 hour service 7 days per week. They will work with both the participants and their carers to implement their NDIS plan and assist them to develop their Individual Recovery Plans, to ensure their needs and life goals are achieved.

## Responsibilities include

- ❖ Use a codesign and co-production approach to the Recovery Model to include the MHF participant and other relevant stakeholders in developing Individual Recovery Plans that define recovery and support goals, ensure connections with family and carers, and meaningful participation in the community.
- ❖ Develop trauma informed supportive and empowering relationships with people with the lived experience, their families and carers.
- ❖ Provide direct service delivery to NDIS participants through a holistic approach involving carers, NDIS and care agencies as required.
- ❖ Support with activities of daily living.
- ❖ Supervision of medication if required.
- ❖ Support participants in caring for their pets.
- ❖ Provide mental health coaching, accurate information and supports enabling supported decision making to people with the lived experience in line with the needs and goals identified in their Individual Recovery Plans and their NDIS plan.
- ❖ Implement systems to evaluate and review Individual Recovery Plans at appropriate intervals or as required by changing circumstances.
- ❖ Identify and report significant and notable changes in the needs of people with the lived experience and participate in reviews of Individual Recovery Plans.
- ❖ Work as a member of the Team sharing relevant knowledge and experience with other program team members and residents when appropriate.
- ❖ Keep accurate and timely records of contact with participants including documentation of intake assessment procedures, referrals, case notes, incident reports, other assessment processes (e.g behaviour, sleep etc) as required and NDIS claim sheets.
- ❖ Promote the MHF with all relevant stakeholders in line with the organisation's current Strategic Plan.
- ❖ Actively participate in organisational Risk Management and Quality Improvement processes.
- ❖ Comply with all MHF policy and procedures.
- ❖ Maintain up to date knowledge of current philosophies, service practices, and participant and carer needs within the mental health service sector.
- ❖ Actively participate in professional development processes including; Self-reflection, work evaluation, clinical supervision meetings, training, and staff appraisals.
- ❖ Activities as requested by MHF.



## Selection Criteria

### Essential:

1. Qualification relevant to Mental Health Work – Minimum Cert IV.
2. Experience working with NDIS participants, NDIS service providers and using the MyPlace NDIS portal.
3. Demonstrated ability to develop and implement Individual Recovery Plans.
4. Substantial knowledge, skills and experience relevant to mental health support.
5. Excellent oral and written communication skills and computer literacy.
6. Demonstrated awareness of participant supported decision making, advocacy and empowerment issues.
7. Demonstrated ability to engage with and establish a rapport based on mutual respect with people with a mental illness.
8. Knowledge of suicide assessment process and appropriate intervention strategies.
9. Commitment to promote MHF values, vision, mission and organisation goals.

### Desirable:

1. Knowledge of the ACT community sector.
2. Experience in managing aggressive communication techniques.
3. First Aid certificate.

### Other Requirements

1. Unrestricted ACT Working With Vulnerable Peoples Registration.
2. Current unrestricted Australian drivers licence.
3. Access to vehicle with comprehensive insurance for work purposes.

Completed applications with the names, addresses and contact phone numbers of two referees are to be addressed to:

The Executive Officer  
Mental Health Foundation  
PO Box 78  
Woden ACT 2606

Or emailed to: [recruit@mhf.org.au](mailto:recruit@mhf.org.au)



Approved by the Executive Officer	Date
<i>Electronic signature</i>	26/3/2019

***MHF is a mission base not for profit organisation providing services via funding from under the NDIS Scheme. All positions and employment agreements are subject to the availability of funding.***