



Position Description

Position Title	Mental Health and Wellbeing - Trainee
Directorate	Community and Wellbeing Services
Reports to	Team Leader Mental Health Services
Date of Job Description	4/06/2024
Conditions	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
Employment Status	Full-Time Fixed Term Contract
Salary	This position is classified as Trainee – with a salary of \$52,264 - \$59,968, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
Hours of Work	This is a full time position. Work outside normal office hours may be required.

Position Objectives

The Mental Health and Wellbeing Trainee is a new role being trialled by the Victorian Government in partnership with Mallee Family Care to encourage growth in the community mental health and wellbeing sector. The Mental Health and Wellbeing Trainee role will form part of an earn and learn model that will enable participants to complete mental health or community services education whilst working in a community mental health service. Services will support participants in completing their education and developing a sound understanding of the community mental health sector through employment.

Under the general direction of the Team Leader Mental Health Services, Mental Health and Wellbeing Trainees will be responsible for providing support for the day-to-day intake, assessment service and case management functions.

<p>This position offers the successful applicant an opportunity to learn on the job the key responsibilities and duties of this role in a supportive environment (workplace supervision and relevant workplace training and education), whilst undertaking formal study.</p>	
<p>Key Responsibilities & Duties</p>	<p>Performance Expectations</p>
<p>Direct Service Provision.</p>	<p>Working within the principles of recovery orientated, trauma informed mental health practice. Examples of activity include: Under the guidance and direction of Mental Health and Wellbeing staff support consumers with actioning their wellbeing plan including support with</p> <ul style="list-style-type: none"> • Routine, daily living skills and capacity for self-care. • Managing physical health. • Support to participate in community life including education, employment, volunteering, or community activities. <p>Assisting in initial needs assessment for people referred to a community mental health service. Assisting in the facilitation of group activities around capacity building. Assistant in the development of wellbeing/recovery plan. Assist in the provision of evidence informed individual person-centred recovery and trauma informed wellbeing supports. Assist in the provision of group-based activities aimed at building individual capacity and life skills.</p>
<p>Support Consumer and Carer Participation.</p>	<p>Engage in ongoing consultation, co-design and co-production with consumers, carers, and natural 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 Examples of activity include:</p> <ul style="list-style-type: none"> • Assist in the identification and offer support to families, carers and natural supports as required. • Support engagement of consumers, carers, families, and supporters to peer support and education programs. • Assist with linkages, relationships, and referral pathways to maintain or create a range of local supports for consumers that support wellbeing and facilitate

	<p>them living the life of their choosing in their own community.</p> <ul style="list-style-type: none"> • Participate in codesign, coproduction and co-facilitation of groups and educational supports. • Apply a recovery-oriented framework, supporting development of social and living skills, and ensuring identified goals and aspirations align with individualised wellbeing plans.
Support Team Activities.	<p>Working within the context of the team including:</p> <ul style="list-style-type: none"> • Support for, and ongoing development of, an environment based on shared accountability and effective knowledge sharing. • Cooperating with all team members to ensure continuity of care and the provision of an exceptional service offer. • Actively participating in team meetings, service planning sessions, and staff development activities. • Other activities as directed to support program and service delivery.
Administration.	<p>Keep accurate and complete records of your work activities in accordance with legislative requirements and the services' records, information security and privacy policies and requirements.</p> <p>This role will also be responsible for ensuring all relevant consumer details and data are collected and recorded.</p>
Health and Safety.	<p>Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.</p>
To participate in supervision.	As per Mallee Family Care Supervision Policy.
To be compliant with MFC E Learning courses.	Completing compulsory allocated courses each quarter.
To undertake other duties as may reasonably be required.	Undertaking other duties required by your Line Manager.

Qualifications and Experience:

- People with a lived experience (carer or consumer) of public mental health services are encouraged to apply.
- Aboriginal, Torres Strait Islander peoples and people from culturally and linguistically diverse communities are encouraged to apply.
- No prior experience of employment of the mental health sector is required for this role. We may consider individuals who are already enrolled in; Certificate III in Community Services, Certificate IV in Mental Health, or Diploma of Community Services and have at least 12 months of study remaining (we cannot accept applicants who have committed to full-time classroom-based study).
- A current drivers licence, a willingness to travel and preparedness to be accommodated overnight when required.

Key Selection Criteria:

Applicants are invited to submit their application addressing the following selection criteria:

- **Interpersonal Skills:** Warm and engaging and applies a helpful approach to understand a person's underlying concerns or needs.
- **Communication:** 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.
- **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.

Personal qualities

- **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.

Organisation Structure and Values

Mallee Family Care is a Company Limited by guarantee with a community-based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Director Corporate Services, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

At Mallee Family Care we are deeply committed to the people with whom we work. We therefore go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

Appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure
- Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after 6 months of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment