

## Position Description

<b>Position Title:</b>	Mental Health and Wellbeing Practitioner
<b>Program</b>	Mental Health and Wellbeing
<b>Location:</b>	4-6 Peel Street North, Ballarat. Travel to other locations will be required.
<b>Reports To:</b>	Team Leader, Mental Health and Wellbeing

*This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.*

*This Position Description may be altered in accordance with the changing requirements of the position.*

## About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity, and embrace diversity in an inclusive work environment.

## CatholicCare Victoria Values

Values	Behaviours
<b>Respectfulness</b>	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
<b>Integrity</b>	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
<b>Inclusivity</b>	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
<b>Collaboration</b>	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.
<b>Compassion</b>	We connect with each other's stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.

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<b>Date of Position Description:</b>	March 2023	<b>Position Description Template Version:</b>	November 2022
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## About Mental Health & Wellbeing Program

CatholicCare Victoria's Community Wellbeing portfolio programs provide comprehensive, client focused services for individuals, couples, families, youth and children. Our services are informed by an approach that values human dignity and the belief that positive relationships lead to positive lives and wellbeing. The service design aims to ensure that our programs are inclusive, responsive to the needs of people, and operate at the highest levels of quality and professionalism. CatholicCare Victoria aims to address present and changing needs of our clients, advocate for change and equity, deliver creative and flexible services, and improve community access for all. Services are integrated and strengths-based.

The Mental Health and Wellbeing Practitioner works within the Mental Health, Wellbeing and Early Years stream. The programs include Family Mental Health Support Service (FMHSS), Mental Health Planned Respite and Housing-Mental Health Pathways.

Core work will be in the Family Wellbeing Support Service (FMHSS), with backfill in the other mental health programs as required.

The Family Wellbeing Support Service (FMHSS), provides early intervention and non-clinical mental health support for children and young people, aged up to 18 years, who are showing signs of, or are at risk of, developing mental illness. The program provides an accessible, flexible, high-quality, integrated and responsive service to the needs of the children, young people, their families and carers, to identify risk factors or issues which may lead to mental health issues and/or mental illness and collaboratively plan to address these issues and strengthen protective and positive factors.

The FMHSS has three components.

1. Intensive, long-term, early intervention support for children, young people and their families which may include assessment and identification of needs, practical assistance and home-based support, linking with other relevant services, and targeted therapeutic groups;
2. Short-term immediate assistance for families which may include assessment of needs, information or referrals, and limited support;
3. Community outreach, mental health education and community development activities which may include organisation of, and participation, in community events and general work in the community.

The key outcomes of the program are.

- 1) Children and young people
  - (a) have improved mental health and well-being; and
  - (b) are better able to manage any negative impacts of mental health/well-being matters on their lives, and reach their full potential;
- 2) Families and carers are better able to understand and support eligible children and young people; and
- 3) Communities develop knowledge surrounding mental health matters and are more able to respond to issues that impact well-being.

FMHSS providers are required to prioritise support to children and young people who meet the eligibility criteria and are facing additional disadvantage for poor mental health outcomes. These groups include, however are not limited to:

- Aboriginal and Torres Strait Islander people;

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Date of Position Description:	March 2023	Position Description Template Version:	November 2022
-------------------------------	------------	--	---------------

- people from culturally and linguistically diverse backgrounds, including humanitarian entrants and recently arrived refugees and migrants;
- children in contact with the child protection system;
- young people leaving out-of-home care; and
- children and young people in families experiencing:
  - homelessness;
  - unemployment;
  - drug and alcohol abuse;
  - domestic violence; and
  - disability and history of trauma.

#### Housing-Mental Health Pathways Program:

The Housing Mental Health Pathways Program (HMHPP) aims to reduce the risk of homelessness for people with mental illness following discharge from the Adult Acute Unit (AAU), Ballarat Mental Health Services, and reducing the likelihood of people re-presenting for mental health inpatient care by: Acting to maintain existing accommodation that has been placed at risk due to admission to hospital; Arranging appropriate accommodation for the client on discharge from the AAU; Providing support to the client for between three to six months after discharge from hospital.

#### Mental Health Planned Respite:

The Mental Health Planned Respite program provides respite and psychosocial activities for Carers and the person they care for. Respite and Psychosocial activities can be individual or group-based activities. Only people with carers and who have a diagnosed mental illness are eligible to access the planned respite program.

## Position Summary

The Mental Health and Wellbeing Practitioner will provide intensive, long-term, early intervention support for children, young people and their families; short-term immediate assistance for children, young people and their families; and community outreach, mental health education, community development activities, and therapeutic group-based programs.

The position requires capacity to work flexibly outside of core business hours to support the work with children, young people and their families, including outreach and outpost travel.

The Mental Health and Wellbeing practitioner will at times be required to backfill in the Housing Mental Health Pathways Program and the Planned Respite program. The Mental Health and Wellbeing Practitioner will work with the practitioners of these programs when assistance is required.

## Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Applying case management principles and practice, work directly with children, young people and families and cares in accordance with legislation, program guidelines and practice instructions.</li> <li>• Provide quality, culturally responsive, respectful and inclusive services to Aboriginal and Torres Strait Islander children, young people and their families and relevant community members.</li> </ul>

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Date of Position Description:	March 2023	Position Description Template Version:	November 2022
-------------------------------	------------	--	---------------

- Provide quality, culturally responsive, respectful and inclusive services to children, young people and their families from culturally and linguistically diverse backgrounds.

**Family Mental Health Support Service**

***Intensive, early intervention support***

- Complete assessment of the child or young person to identify:
  - mental health and well-being requirements;
  - risk factors; and
  - protective factors.
- Utilising the Outcomes Star suite as the primary tool, collaboratively identify and articulate goals and develop and implement a Family Action Plan.
- Collaboratively develop and implement a Safety Plan if necessary.
- Complete at minimum a quarterly review and revision of the Family Action Plan.
- Provide active and assertive in-home or community-based support to the child or young person and their family/carer and facilitate their engagement with, and access to services.
  - counselling and/or family interventions;
  - targeted, therapeutic groups for children, young people, their families and carers;
  - practical assistance and home-based support for the child or young person;
  - advocacy;
  - referrals to relevant services and supports;
  - co-ordination and/or collaborative practice with relevant services and organisations to ensure an integrated response to any identified mental health and well-being requirements.
- Co-facilitation of individual and group psychoeducational programs as identified and within current research-based industry accredited frameworks.
- Assist families to develop skills in relationships and parenting through one-on-one support or through facilitation of group-based programs.
- Assist families to develop community networks that will strengthen their family functioning.

***Short-term, immediate assistance***

- Complete a needs assessment of child or young person and their family or carer.
- Provide information on mental health and wellbeing and service and support options.
- Facilitate referrals to identified services and supports.
- Provide limited or one-off direct practical assistance to support the identified needs of the child or young person and family or carer to strengthen individual and family functioning.

***Community outreach, mental health education and community development***

- Provision of community outreach, mental health education and community development activities to promote mental health and wellbeing for children and young people.
- Facilitation of group work with children and young people to improve knowledge on mental health matters.
- Facilitation of community development activities to strengthen capacity of communities to respond to issues that impact well-being for children and young people.
- Facilitation of, and participation in, community events.

	<p><b>Housing-Mental Health Pathways</b> Gain a working knowledge of the application of the Housing-Mental Health Pathways program, including:</p> <ul style="list-style-type: none"> <li>• Work closely with the Housing Mental Health Pathways practitioner.</li> <li>• Provide assistance in times of high program need.</li> <li>• Backfill position during HMHP practitioners leave.</li> </ul> <p><b>Mental Health Planned Respite</b> Gain a working knowledge of the application of the Planned Respite program, including:</p> <ul style="list-style-type: none"> <li>• Work closely with the Planned Respite practitioner.</li> <li>• Provide assistance in times of high program need.</li> <li>• Backfill position during Planned Respite practitioners leave.</li> </ul>
Service Quality	<ul style="list-style-type: none"> <li>• Ensure compliance with the Mental Health Act (2014) and with the Children, Youth and Families Act (2005), Family Law Amendment Act 2008, and other relevant legislation, and to operate at all times with awareness and understanding of the provisions of the Acts.</li> <li>• Ensure compliance with the Victorian Child Safe Standards and National Principles for Child Safe Organisations.</li> <li>• Ensure all client information remains confidential as per the Privacy Act 1988 (Cwlth), National Privacy Principles (NPPs), organisational guidelines, program requirements and industry/sector expectations.</li> <li>• Maintain client data and information as required by legislation and funding body requirements.</li> <li>• Ensure the accurate and timely entry of data and case notes as outlined in program guidelines and in accordance with organisational client data management protocols and guidelines.</li> <li>• Ensure case throughput as required by funding and service agreements and organisational supervision.</li> <li>• Participate in evaluation processes to improve client outcomes and service responsiveness and flexibility.</li> </ul>
Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Develop, maintain and strengthen existing and new linkages with a range of service providers and stakeholders, including however not limited to: mental health services; alcohol and other drug services; family violence services; homelessness services; education services; housing services; legal assistance services; family law courts; family support services; medical services such as general practitioners; Services Australia; and any other relevant services, such as financial counselling and health services.</li> <li>• Participate in network, alliance and sector activities as delegated.</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Participate in training and education relevant to the role as identified.</li> <li>• Engage and participate in supervision with line management.</li> <li>• Participate in performance management reviews.</li> </ul>
Team Participation	<ul style="list-style-type: none"> <li>• Contribute to a culture of mutual support, learning and practice excellence by maintaining currency with research and evidence-based practice.</li> <li>• Actively support capacity requirements within the Housing Mental Health Pathway and the Planned Respite programs</li> <li>• Contribute to building team capacity and effectiveness to deliver evidence and strengths-based programs, including participation in team meetings and reflective practice.</li> <li>• Participate in organisational meetings, working groups and activities as required.</li> </ul>

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The position is also required to perform other duties as lawfully and reasonably directed.

## Reporting and/or Supervision Relationships and Authority

### Reporting Relationship:

The position reports to and works under the general direction of the Team Leader, Mental Health and Wellbeing.

### Authority:

The position is required to adhere to established work practices and sets priorities and monitors workflows in the position's area of responsibility.

The position is required to exercise a degree of autonomy.

The position is required to work within the relevant delegation's policy, procedure and guidelines of CatholicCare Victoria.

## Stakeholder Relationships

**Internal Relationships:** Works under direction from the Team Leader, Mental Health and Wellbeing and will develop effective working relationships with all employees and leadership staff across CatholicCare Victoria.

**External Relationships:** A range of stakeholders, including however not limited to: mental health services; alcohol and other drug services; family violence services; homelessness services; education services; housing services; legal assistance services; family law courts; family support services; medical services such as general practitioners; Services Australia; and any other relevant services, such as financial counselling and health services.

## Organisational Responsibilities of the Position

### Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

### Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

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Date of Position Description:	March 2023	Position Description Template Version:	November 2022
-------------------------------	------------	--	---------------

## Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

## Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

## Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee code of conduct*;
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

## Key Requirement

### Qualifications and/or Training

1. Relevant degree with relevant experience or associate diploma with substantial experience, or qualifications in more than one discipline as relevant to the role, or extensive experience within mental health and wellbeing, with a focus on working with children and young people in an early intervention context.

### Experience

2. Demonstrated experience in service coordination and the application of case management principles and practice, including experience and understanding of risk and needs assessment frameworks and applications.
3. Demonstrated experience in the facilitation of psycho-educational group work for children and adults and peer social activities, within current research-based industry accredited frameworks.

### Knowledge, Skills and Attributes

4. Demonstrated knowledge of mental health issues that impact adults, families, children, and young people and the application of relevant theories, psycho-educational interventions within a case management and family inclusive community-based approach.
5. Understanding of the application of brokerage expenditure as associated with program activity.
6. Demonstrated knowledge and understanding of the social and environmental factors as well as the risk and protective factors that impact on the development of mental health issues in children and young people.
7. Demonstrated ability to work collaboratively and effectively across service sectors and with organisations that are primary sources for identifying children and youth at risk of mental health issues / mental illness.
8. Demonstrated understanding of practicing in a culturally safe way and of the requirement for Aboriginal self-determination.

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Date of Position Description:	March 2023	Position Description Template Version:	November 2022
-------------------------------	------------	--	---------------

9. Demonstrated understanding of appropriate behaviors when engaging with adults, children and young people, including those with a disability and from culturally and/or linguistically diverse backgrounds.
10. Demonstrated understanding of evidence-based practice development and continuous learning.
11. Highly developed interpersonal, verbal and written communication skills, including report writing and priority and time management capability.
12. Experience in service promotion and community education, including development and maintenance of stakeholder relationships and facilitation of community and stakeholder forums.
13. Knowledge of relevant legislation and an understanding of funding body guidelines and organisational practice instructions.

### Child Safety

14. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant legislation.
15. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.
16. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

### Other Requirements

- Current driver’s licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas.
- International Police Check (where applicable).
- Disqualified Carer’s Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer’s Check.

It is the incumbent’s responsibility to maintain a current valid Driver’s Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertake a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

### Signatures

This section is to be signed upon appointment:

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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