



POSITION DESCRIPTION

Position Title	Rehabilitation and Recovery Staff
Location	Launceston and Northern Tasmania
Remuneration	To be negotiated
Relevant Award	Conditions as per SACS Award
Current effective date	August 2010
Next review date	August 2011
Accountable to	The position reports to the Area Coordinator & then to the State Manager and Aspire CEO.
Contract	Maternity leave cover position to 30 June 2011

Background

Aspire, a Pathway to Mental Health Inc. is a non government community based agency which provides non clinical services in the mental health sector in the Southwest (SW) of Victoria and across Tasmania.

Aspire was established in 1989 In 1995, it was funded by the Department of Human Services (Victoria) to deliver a range of programs in SW Victoria under the Psychiatric Disability and Rehabilitation Service framework. The services in Victoria have been expanded to include carer support, SRS support, peer support, a volunteers program, mental health promotion and education programs and respite.

In 2005, Aspire was contracted by the Department of Health and Human Services (Tasmania) to provide rehabilitation and support services across Tasmania. The services in Tasmania have been expanded to include carer support, mental health promotion and education and early intervention programs.

In the SW Victoria, Aspire has offices in Warrnambool, Camperdown, Portland and Hamilton. In Tasmania, Aspire has main offices in Launceston, Hobart and Burnie with regional offices on the East, Central North West and West Coasts.

Context

In Tasmania, Aspire employs approximately 30 staff across three main offices and provides:

- Rehabilitation and recovery services to adults living in the community with a serious mental illness;
- Carer support services to adults living with or in a relationship with a person with a serious mental illness;
- Projects to facilitate mental health promotion, prevention and early intervention in the wider community.

These services are provided through various funding sources and contractual arrangements.

Purpose of Position

Rehabilitation and Recovery Staff are employed as team members in each region to provide psychiatric rehabilitation services to individuals and groups of people who experience mental illness. The position requires a commitment to the process of rehabilitation in accordance with the Boston model, and a further commitment to the promotion of organisational values in individual, group and community work.

Key Accountabilities

Rehabilitation and Recovery staff will hold direct responsibility for the delivery of rehabilitation and recovery support to the participants allocated to the worker by the Area Coordinator.

All work undertaken will reflect Aspire's mission and values and promote empowerment and participation. Furthermore, it is expected that the staff member will contribute to the team by actively participating in, and holding responsibility for the preparation and delivery of approved group activities, and representing the organisation appropriately and where approved to inter-agency committees and working groups.

Key Responsibilities include:

- Management of a caseload of approximately 12-18 participants per full-time equivalent, in accordance with the Aspire recovery based rehabilitation process and all organisational practice standards.
- Accepting, learning, and competently delivering the framework used by Aspire in its rehabilitation service, developed by the Boston University Centre for Psychiatric Rehabilitation. The Boston model is a structured process and staff members are expected to follow its direction and practice their existing skills in a manner complimentary to Aspire's model of practice.
- Maintaining filing and data systems in accordance with organisational policy.
- Liaising and collaborating with other service providers to advance the interests of Aspire, and advocating for participants to other service providers as appropriate. Staff members are expected to contribute to the strengthening of relationships with a range of service providers. In dealings with external services and agencies, organisational values concerning the promotion of mental health and wellbeing will be espoused.
- Providing group-work activities as directed, and in accordance with existing source material, or developing new material that has organisational approval and reflects Aspire's commitment to evidence based practice.
- Demonstrating a commitment to continuous quality improvement and team development by attending and actively participating in program and professional development meetings, professional and management supervision, and organisation-wide committees as directed.
- Abiding by all Aspire policies and procedures and relevant external statutory obligations such as prescribed by anti-discrimination, OH&S, equal opportunity and sexual harassment legislation for example.
- Demonstrated commitment to learning and improvement by participation in relevant training opportunities as directed or approved; regular review of rehabilitation and

recovery practice via supervision with the Specialist Rehabilitation and Recovery staff member, and regular supervision with the Area Coordinator. Staff are expected to demonstrate good self-care strategies;

- Working in a way which meets contractual expectations; and contributes to the achievement of Aspire's strategic goals and business aspirations.

Outcomes

Satisfactory achievement of goals identified on performance/development plans, negotiated annually, with respect to:

- Provision of rehabilitation services to all participants allocated to the staff member;
- Achievement of negotiated learning goals;
- Contribution to the regional team's and organisation's continuous quality improvement through participation and performance in committees, meetings, working parties and other activities;
- Contribution to developing and maintaining a high performing, positive team and organisational culture as demonstrated in internal and external working relationships;
- Contribution to the achievement of contractual expectations and attainment of strategic goals and business aspirations..

Challenges

- Services in Southern Tasmania operate across a large geographic area; regular travel is required both intra and inter state. Some travel may require staff to be away from home overnight.
- The role may require working from multiple locations, given Aspire's commitment to ensuring its services are accessible to participants.
- Work is often undertaken in isolation from team members and administrative and managerial support.

Communication

The position will:

- Be provided with regular supervision and support from the Area Coordinator, with additional supervision and support on service delivery practice from the Specialist Rehabilitation and Recovery Staff member.
- Provide monthly reports to the Area Coordinator concerning participant outcomes, and provide written submissions as required regarding group activities, planned events, participation in health promotion activities, and more as required and in accordance with Aspire's established practices.
- Represent the organisation to, and liaise with, internal and external stakeholders as delegated and as required.
- Maintain files; prepare case notes and other documentation relevant to the role, and the achievement of contractual, strategic and business objectives and expectations.

Decision Making

In consultation with the Area Coordinator, the Rehabilitation and Recovery Staff member will:

- Make decisions and accept responsibility for the provision of rehabilitation services to each individual allocated to the position, and other service delivery activities such as group work, and exercise due authority accordingly.

Selection Criteria

1. Appropriate Qualifications Or Relevant Industry Experience, And A Commitment To Further Learning.

The applicant should possess appropriate qualifications (e.g. Social Work, Nursing, Psychology, Occupational Therapy, and Welfare) or relevant industry experience in the provision of mental health services, rehabilitation, or case management. An attitude that embraces the concept of continuous learning, a commitment to training opportunities as identified by the organisation, and self-reflection practices that identify individual learning needs and opportunities, are essential.

2. Conceptual Understanding Of Mental Illness And Associated Issues, And Commitment To The Rights Of People With A Mental Illness To Self-Determination.

This includes understanding the impact of mental illness upon community participation and life opportunities, the impact of stigmatisation, and the concepts of recovery, empowerment and self-determination. The applicant must be able to demonstrate how their knowledge of these concepts informs their practice.

3. Demonstrated Ability In Service Planning, An Ability And Willingness To Use Structured Practice Frameworks, And A Creative & Flexible Approach To Service Delivery.

The applicant should have experience in the skills of planning individual and group rehabilitation and recovery programs in collaboration with participants/service users and where appropriate, other service providers. This includes the capacity to negotiate clear, achievable goals in individual service plans, and review plans against set goals. The Boston model of psychiatric rehabilitation is a structured process and the applicant will demonstrate their ability to learn and apply conceptual frameworks. The applicant must also demonstrate an ability to operate creatively in order to achieve negotiated participant outcomes; demonstrate a flexible approach that recognises that each person and each situation is unique; and the ability to incorporate relevant concepts such as a strengths perspective into their practice.

4. Interpersonal Skills

The applicant will possess strong interpersonal skills, demonstrating empathy, strong listening and an understanding of the respect that needs to be conveyed to people in order to establish rapport and effective working partnerships. Aspire believes individual's are the experts on their life experience, and the applicant will need to demonstrate how their communication style will reflect this understanding.

5. Communication Skills.

The applicant must demonstrate that they are able to communicate clearly and appropriately in a wide range of environments (individually and in groups, with carers, consumers, professionals and other services). High level written skills are an expectation of the position.

6. Teamwork

The applicant must demonstrate experience in working collaboratively with others in a team setting, and must demonstrate knowledge of team dynamics and function. The applicant must understand and apply the principles that underpin confidentiality and privacy, and be able to explain when these responsibilities might need to be breached.

7. Excellent Computer Literacy.

Competence in standard office software such as word, excel and outlook is expected.

8. Current Tasmanian Drivers License.

9. Successfully Undertake A National And Tasmanian Police (And International As Indicated) Check.