



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Rehabilitation and Recovery Staff</b>
<b>Location</b>	Portland, Victoria
<b>Remuneration</b>	In accordance with the social work classification of the SACS award
<b>Relevant Award</b>	Conditions as per SACS Award
<b>Current effective date</b>	July 2010
<b>Next review date</b>	Ongoing position. Annual reviews to take place.
<b>Accountable to</b>	Regional Area Coordinator Portland/Hamilton
<b>Contract</b>	Permanent 1 EFT position, ongoing.

### **Background**

Aspire, a Pathway to Mental health Inc. is a non government agency which provides recovery based rehabilitation and support services in the Southwest of Victoria and across Tasmania.

Aspire was established in 1989 and in 1995 it was funded by the Department of Human Services (Victoria) to deliver a range of programs in Victoria under the Psychiatric Disability and Rehabilitation Service framework.

In 2005 Aspire was contracted by the Department of Health and Human Services (Tasmania) to provide rehabilitation and support services in Tasmania.

In the Southwest, Aspire has offices in Warrnambool, Camperdown, Portland and Hamilton and the agency provides home based outreach, day programs housing and support, and planned carer respite.

Rehabilitation and Recovery Staff are employed as team members in each of these regions to provide rehabilitation and support to individuals and groups of people who have psychiatric disabilities.

### **Context**

This position is located with our Hamilton/ Portland Rehabilitation and Recovery team and is offered as a 1.0 EFT (Full time) position. This position will work across both sites, but will be predominantly based in the Portland office.

The team provides service to people living in the Southern Grampians and Glenelg Shires.

All work must be done within the context of the notions of empowerment and recovery, and all activity must be with the service user informed consent. Work must facilitate service user

involvement in the formulation, goal setting and ultimately in the management of services delivered to them. It is the aim of Aspire to promote a service user oriented culture.

## **Purpose of Position**

The purpose of this position of Rehabilitation and Recovery staff is two fold:

1. To be the key point of contact for people with psychiatric disabilities, providing components of the above services according to the service users individual support plan (ISP).
2. To contribute and aid the team in the facilitation of Rehabilitation Activities Program activities.

## **Key Accountabilities**

Services are provided to individuals on a one on one basis, and in group activities where required. Aspire utilises a rehabilitation framework based on the Boston University Rehabilitation and Recovery model. Aspire does not promote 'centre based' day activities. Rehabilitation staff will provide a range of activity options for service users in a broad range of environments. This includes specific activities for groups and individual service users and involvement in generic services wherever possible. Aspire does not duplicate services already provided elsewhere in the community.

ISP's describe the clear, achievable goals of service users, which enhances their independence, self-esteem and quality of life.

Services will be provided to the service user in a range of environments. Rehabilitation staff will provide service individually, in teams and may be required to supervise sessional staff.

The staff member will work within the context of a team. Staff are required to understand the value of team participation and are required to attend and participate in team and agency meetings.

Staff will meet with other service providers and key stakeholders and must be able to articulate and advocate on behalf of service users. In particular, staff will work in collaboration wherever possible and appropriate with the staff at Southwest Healthcare Psychiatric Services Division.

Staff are required to maintain accurate and up to date file records and statistics. All staff must possess sound computer skills and will be required to use the Aspire computer network.

Staff will assist in the dissemination of information about Aspire and issues concerning psychiatric disabilities. Staff will actively contribute to strengthening relationships and forming partnerships with a range of generic service providers and the general community.

Other duties as directed.

## **Outcomes**

- The staff member must participate in the development of a training plan and must actively participate in training and development activities.
- Staff will participate in quality measurement strategies used by the agency. This may require the provision of statistical information and qualitative information. Staff will participate in the evaluation of the outcomes of service delivery to service users and utilise individual strategies to reflect and improve upon their own work practices.
- Maintain a caseload and meet organisational standards regarding data collection and individual planning.

## **Challenges**

Due to the size of the geographical area of the south west, staff will be required to perform their duties with a high level of autonomy. Staff will be required to contribute to agency and team strategies for provision of services to geographically isolated individuals.

## **Communication**

The position will:

- Be provided with regular supervision and support from the Regional Area Coordinator and externally if and as required
- Represent the organisation to and liaise with external organisations as required
- Maintain databases and other documentation relevant to the role
- Maintain a strong working relationship with colleagues in the team and across the Southwest Victoria Aspire programs
- The Rehabilitation and Recovery Worker reports to the Regional Area Coordinator (Hamilton / Portland) and then to the Aspire State Manager – Victoria

## **Decision Making**

Decision making will be undertaken in conjunction and consultation with the Regional Area Coordinator in regard to:

- Managing a case load
- Utilisation the financial and material resources of the programs provided
- Developing Rehabilitation activity program

## **Selection Criteria**

1. ***Communication Skills***

The applicant must demonstrate that he/she is able to communicate clearly and appropriately in a wide range of environments (Individual support; service user groups and meetings with professional staff and other stakeholders). The applicant must demonstrate advanced listening skills and have an understanding of conflict resolution skills.

2. ***Provision of Individual/ Group Support***

The applicant must demonstrate an understanding of psychiatric disabilities and the principles of empowerment and must be able to articulate how this knowledge informs their ability to deliver rehabilitation and support services. The applicant must demonstrate how they would work in partnership with service users to achieve mutually agreed rehabilitation goals

3. ***Team Work***

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 the principles and importance of confidentiality.

4. ***Planning support services***

The applicant must demonstrate an understanding of how rehabilitation and support services to individuals and in group settings are planned. This would include the capacity to set clear achievable goals in individual service plans, service users in group discussions and committees and the use and development of collaborative service plans with other service providers.

5. ***Capacity to liaise with generic agencies***

The applicant must have an awareness of which services are likely to be of assistance to people with psychiatric disabilities. The applicant must be aware of the barriers that people are likely to encounter when accessing the generic service system and have strategies to overcome these.

6. ***Capacity for self reflection and professional improvement***

The applicant must demonstrate the capacity for evaluation/self reflection concerning their own work practice and articulate strategies for professional improvement

7. ***Qualifications***

An appropriate tertiary qualification or evidence of demonstrable experience together with a commitment to obtain further qualifications is highly desirable.

8. A current and valid driver's license is required.

9. A current Level I & II First Aid Certificate or a willingness to undergo this training is required.

10. Appointees must provide consent for a Police Check.

## **Applications**

Applications close 5.00pm on Wednesday 14<sup>th</sup> July 2010 and should be sent to

**Westvic Staffing Solutions  
228 Gray Street  
HAMILTON VIC 3300**

Or emailed to [Hamilton@westvic.org.au](mailto:Hamilton@westvic.org.au)

### **Applications must include:**

- **A resume**
- **At least two referees**
- **Your response to the key selection criteria**

**Please note that your response to the key selection criteria should identify how, through previous employment or other experience, you can demonstrate your ability to meet the criteria listed.**

### ***Interviews***

Applicants will be advised of the selection process and successful applicants will be notified of times and date of when the interviews will be held.

### ***Further Information***

Further information about Aspire, A Pathway to Mental Health is available on the internet at [www.aspire.org.au](http://www.aspire.org.au)