



# Position Description

Position Identification			
<b>Position Title:</b>	Mind to Make Community Mental Health Volunteer		
<b>Direct Reports to:</b>	Team Leader, Healthy Mind Hub	<b>Indirect Reports to:</b>	Community Mental Health Worker
<b>HRIS Position Number:</b>		<b>Effective Date:</b>	July 2018
<b>Location:</b>	VicPlace 21 Victoria Street, Coburg		
Organisational Context			
<b>Divisional:</b>	Counselling and Support Services		
<b>Program:</b>	Healthy Mind Hub	<b>Unit: Community Mental Health</b>	
<b>Organisational chart</b>	<pre> graph TD     A[Manager Counselling and Support Services] --&gt; B[Team Leader Healthy Mind Hub]     B --&gt; C[Community Mental Health Worker]     B --&gt; D[Community Nurse Mental Health]     B --&gt; E[PHaMs Case Manager]     B --&gt; F[PHaMs Outreach Case Manager]     B --&gt; G[TRACKS Youth Mentor]     B --&gt; H[Mind to Make Community Mental Health Volunteer]           </pre>		
Position Summary			
<p>Mind to Make Community Mental Health Volunteers work alongside paid staff to assist in the development and delivery of a wide range of psychosocial rehabilitation groups for consumers attending the Community Mental Health programmes. Volunteers will also work alongside staff and consumers to maintain and care for programme resources.</p>			
Position Accountabilities			
<ul style="list-style-type: none"> <li>• Initiate and drive participants to feel motivated to engage</li> <li>• Teach and assist participants with activities around arts and crafts</li> <li>• Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.</li> <li>• Undertake any reasonable additional tasks as directed by Merri Health.</li> <li>• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</li> <li>• Engage with group participants in a friendly supportive and professional manner at all times.</li> <li>• Work collaboratively with staff to set up, deliver and end group sessions.</li> <li>• Assist group participants to engage in the group and assist staff</li> </ul>			



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	<p>with the running of the group.</p> <ul style="list-style-type: none"> <li>• Work alongside staff to promote and encourage participation in the group</li> <li>• Participate in the evaluation of the group as required</li> <li>• Adhere to relevant Merri Health policies and procedures, including OH&amp;S policies</li> <li>• Participate in supervision with team leader and/or designated staff member. Ask for advice and support when needed</li> <li>• Assist with the transportation of group participants in Merri Health vehicles</li> </ul> <p>Practice must comply with the National Code for Health Care Workers and professional registration if applicable.</p>
<p><b>Safety and Risk</b></p>	<p><b>Occupational Health &amp; Safety (OHS)</b></p> <ul style="list-style-type: none"> <li>• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks.</li> </ul> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"> <li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li> <li>• May incorporate computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes</li> <li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li> <li>• May be required to occasionally lift and carry items weighing up to 10kgs</li> </ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"> <li>• Be proactive in risk identification, notification and management.</li> <li>• Comply with Merri Health’s policies and procedures</li> <li>• Participate in quality improvement activities and engage clients in these activities when relevant.</li> </ul> <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
<p><b>Capabilities</b></p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can found within Merri Health’s Capability Matrix.</p>
<p><b>Key Selection Criteria</b></p>	
<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>• A friendly attitude with strong interpersonal skills</li> <li>• Knowledge and skills in arts and crafts</li> <li>• Organisational skills</li> <li>• Ability to interact with people from a wide range of backgrounds and abilities who experience mental health issues or illness.</li> </ul>



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<b>Desirable</b>	<ul style="list-style-type: none"><li>• Commitment to promoting the aims of the recovery model</li><li>• Skills/experience in group work</li><li>• Knowledge and skills in the creative arts and crafts</li></ul>		
<b>Checks, licences and registration</b>	<ul style="list-style-type: none"><li>• National Police check</li><li>• Working with Children check</li><li>• Disability Workers Exclusion Scheme Check</li><li>• A Full Victorian Driver's Licence</li></ul>		
<b>Volunteer Name</b>			
<b>Volunteer Signature</b>		<b>Date</b>	