

Job Description



OUR ORGANISATION

Skylight Mental Health (Skylight) is a community based, not for profit organisation, which provides a range of education, support, rehabilitation and recovery based services and programs for people with mental illness, their carers (family and friends) and the community. Skylight programs are delivered utilising “lived experience” of people with mental illness and carers, and according to a psychosocial rehabilitation model and recovery philosophy and practice.

Skylight’s objectives include promoting greater community knowledge, awareness, support and understanding of the effects of mental illness on individuals and their carers. These objectives are pursued through research, illness management, support, reducing stigma and advancing the rights of people with a mental illness and their carers. Skylight is a member organisation of MIFA (Mental Illness Fellowship Australia, www.mifa.org.au), a national body with branches across states and territories in Australia. For more information about Skylight services and programs go to www.skylight.org.au

OUR VISION, MISSION and VALUES

OUR VISION is a South Australian community which understands mental illness and responds with confidence, respect and hope.

OUR MISSION is to increase opportunities to achieve good mental health, to promote acceptance of mental illness in the community and provide quality services for people with mental illness, their family and friends.

OUR VALUES: Show Respect, Foster Team, Create Quality, and Embrace Opportunity.

KEY PERFORMANCE AREAS

All Skylight employees are required to meet at least the minimum level of satisfactory performance in the following areas within the context and performance of their positions:

Organisation:	Skylight and our strategic goals, including positive culture, policies, procedures and legislative requirements
Program/Work Area:	Program/Work Area tasks & responsibilities
Team:	Working relationships within Skylight teams
Individual:	Individual performance areas
Supervisor:	Working relationship with your direct supervisor
Leadership:	Additional responsibilities which apply to Team Leaders, Coordinators, Specialists and Managers who participate in Leadership Group meetings at Skylight

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POSITION SUMMARY

TITLE:	Coordinator
PROGRAM/WORK AREA:	Skylight Services
AWARD:	Social, Community, Home Care and Disability Services Industry Award 2010, SACS Level 5
HOURS:	Up to 1.0 FTE
LOCATION:	Based at Skylight Mount Gambier

Skylight Programs deliver a range of recovery oriented community mental health services by working alongside people experiencing mental illness, family and friends who care for them, and the broader general South Australian community. Skylight Programs are developed with input from participants to ensure responsive, effective services which build on strengths, increase resilience and improve mental health. Services include individual support, carer programs, therapeutic groups, social and recreational activities, together with information, education, advice and referral.

Under the general direction of a Manager or Team Leader, the Coordinator will contribute to the development, delivery and evaluation of high quality Skylight Programs by coordinating the delivery of these services through a collaborative team approach. Tasks include supervisory responsibilities, program development, networking and promotion, facilitation, training, participant supported planning, administrative tasks, special projects and reporting.

The Coordinator will work collaboratively to develop and implement innovative approaches based on current rehabilitation and recovery practices. The Coordinator will also have sound knowledge of the recovery framework to support people who experience mental illness, their carer and community.

SPECIAL CONDITIONS

The Coordinator may require flexible work hours. Flexible work hours are subject to the needs of the program, as negotiated with the Team Leader with time off in lieu provided by mutual agreement where additional hours are worked, to maintain an average of allocated hours per week.

Satisfactory National Police clearance and DCSI Child-related Employment Screening are required prior to appointment. You must hold a Permanent Resident Visa or be an Australian Citizen to apply for this position.

The Coordinator may be required to use their own registered, insured and fully maintained motor vehicle and will be compensated for mileage at the Award rate.

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DUTIES

- Develop partnerships for the purpose of building services as required by customers of Skylight. Including but not limited to; individuals, families, friends and external stakeholders
- Coordinate, deliver and evaluate high quality services customers of Skylight
- Facilitate the delivery of services, including undertaking assessments, staff supervision, recruitment, training and mentoring others
- Develop and implement resources, policies, processes and networks relevant to program/service objectives
- Work collaboratively with Skylight teams, community partner organisations and other stakeholders to develop relevant sector networks and maintain effective working relationships
- Develop, implement and promote innovative approaches based on current mental health and wellbeing approaches and practices
- If relevant, use lived experience of mental illness appropriately and for the benefit of Skylight customers and participants
- Maintain appropriate records and reporting relating to the administration of the program area, in accordance with funding and Service Agreement requirements, working within an accompanying budget
- Maintain up to date mental health knowledge and engage in regular supervision and annual performance appraisals to ensure ongoing professional development
- Contribute to the high standard of service provided by Skylight by participating in relevant meetings consistent with Skylight's strategic plan, policies and procedures and contributing to continuous quality improvement activities
- Plan, develop and implement special projects and events as directed by the CEO or delegate to meet specific and identified needs. This may include working within or alongside other Skylight Programs/Work Areas from time to time to achieve Skylight's strategic goals

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SELECTION CRITERIA

Skills, Knowledge and Experience

- A tertiary qualification relevant to health, business or community services and/or adaptable skills and experience in those areas
- Demonstrated ability to build partnerships with individuals, agencies and prospective customers of Skylight for the purpose of building high quality services
- Sound knowledge of mental health and wellbeing including the impact of mental illness on individuals, carers and the community.
- Demonstrated ability to apply rehabilitation and recovery principles and culturally competent practices to facilitate improved function, independence and social inclusion of individuals experiencing mental illness
- (Desirable) Lived experience of mental illness and excellent skills in appropriate use in the support of Skylight customers and participants
- Demonstrated skills in one or more of the following areas: individual support, group work, carer programs, therapeutic groups, social and recreational activities, or provision of information, education, advice and referral
- Ability to train, supervise and mentor others to effectively engage people with mental illness
- Comprehensive interpersonal communication, coordination and collaboration skills
- Highly developed self-management abilities to be flexible and adaptable in a dynamic setting, to work autonomously as well as within small team environments for successful project development, implementation and reporting
- Current SA Drivers License and willingness to use own registered, insured (at a minimum Third Party Property Damage Insurance) and fully maintained motor vehicle for work purposes
- Current First Aid and Child Safe Environment accreditation (or willingness to obtain)
- Good knowledge of Microsoft Office Programs, email and internet
- Sound understanding of organisational operations and workplace policies and practices, e.g. Equal Opportunity and WHS