



Position: Personal Helper and Mentor
Date approved: 21st November 2007
Supervisor: Team Leader, Personal Helpers and Mentors
Location: The Rainbow, H Block, Canberra Technology Park, Phillip Avenue Watson
Hours of work: 38
Salary: Grade 4 \$40,969 to \$44,328, \$20.73 to \$22.43 per hour
Conditions: MHF Certified Agreement 2006 – 2009 and with reference to the Foundation's Personnel Policies and Practices. Appointment is subject to police check at own cost (reimbursed on completion of probation). Applicants who are not Australian citizens will be required to possess an appropriate visa or entry certificate authorising entry and residency for a period in excess of two years. Six weeks leave, six week paid parental leave, salary sacrifice and many other generous work conditions. Position subject to continued funding.
Probation Period: 3 months

In accordance with personnel policies, the MHF aims to provide all staff with a safe and happy work environment, with opportunities for personal and professional development.

Applications must address the Selection Criteria. Completed applications with the names, addresses and contact phone numbers of two referees are to be addressed to:

The Executive Officer
Mental Health Foundation
PO Box 78
WODEN ACT 2606

Or email admin@mhf.org.au by Friday 7th December 2007.

Approved by the Executive Officer

Date

POSITION STATEMENT:

The Personal Helpers and Mentors Program (PHaM) is an Australian Government funded initiative of the Council of Australian Governments' National Action Plan on Mental Health 2006 – 2011. The PHaM Program will take a strengths-based, recovery approach to supporting people aged 16 and over who have a severe functional limitation resulting from a mental illness. A Strengths-based approach focuses on a person's strengths rather than deficits. A recovery approach recognises that a person can live a satisfying and contributing life within the limitations caused by their illness. Recovery does not mean cure. The program will focus on providing assistance to people with a mental illness at various stages in their recovery.

The PHaM program assists people to live independently in the community by:

- Providing assistance with managing daily activities
- Assisting with accessing appropriate support services at the right time
- Increasing personal capacity and self-reliance
- Increasing community participation and overcoming social isolation

A person does not require a clinical diagnosis of a mental illness to be able to access the program.

RESPONSIBILITIES:

PHaM workers are responsible for:

Developing a supportive and empowering relationship with people experiencing mental illness and their family carers

Providing accurate and effective information to people experiencing mental illness and their family carers

Keeping accurate records of contact with program participants including intake assessment, referrals made and outcomes achieved

Developing knowledge of and building a relationship with other organisations/ workers for appropriate referral

Complying with MHF policy and procedures

Maintaining confidentiality

Working as a member of the support team

Sharing equal responsibility with other team members for general admin duties

Self- reflection and evaluating work including attendance at clinical supervision

SELECTION CRITERIA:

Essential

- Demonstrated awareness of strength-based and recovery approaches
- Demonstrated ability to engage with and establish a rapport based on mutual respect with people living with a mental illness
- Training in or knowledge of issues facing people with a mental illness
- Access to vehicle for work purposes – (access to Foundation vehicles for work purposes is provided on shared basis within team, so minimum requirement is full drivers license)
- Computer literacy

Desirable

- Commitment to principles of social justice
- First aid certificate
- Ability to work as member of a team