



JOB AND PERSON DESCRIPTION

Position Title: Respite Program Coordinator
Classification: SACS Award Level 4 (\$20.83 - \$22.38 per hour)
Position Hours: 0.5 FTE

ORGANISATION

The Mental Illness Fellowship of South Australia (MIFSA) is a community based, not for profit organisation, which provides a range of education, support, rehabilitation and information services and programs for people with mental illness, their carers and the community. MIFSA programs are delivered utilising the “lived experience” of people with mental illness and carers, and according to a psychosocial rehabilitation model and recovery philosophy and practice. MIFSA’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. MIFSA is part of a national body with branches across states and territories in Australia. For more information about MIFSA services and programs go to www.mifsa.org

OUR VISION, MISSION and VALUES

Our vision is that every person with mental illness is able to make a valued contribution to society, without stigma or discrimination, due to an increased understanding and awareness of mental illness in the community and the availability of appropriate services as required.

Our mission is to provide education, support, rehabilitation and recovery-based programs in a safe, quality environment to assist people with mental illness and their natural support network living in South Australia to enjoy the best possible quality of life.

Our values: Commitment, Respect, Quality and Acceptance.

POSITION SUMMARY

Under the general direction and direct supervision of a Respite Program Team Leader, the Respite Coordinator will assist in the development and running of the Program which provides support to carers and individuals experiencing mental illness. The Program is based in two regions: north-west and south-east metropolitan Adelaide, providing services in both regions.

The Respite Coordinator will be required to build and maintain respectful and compassionate relationships with carers and care recipients in order to assist them to determine and access appropriate supports. This will include offering opportunities and encouragement in identifying needs and meeting individual goals towards recovery. The Respite Coordinator will offer individual support in accordance with rehabilitation and recovery principles to facilitate the caring journey for carers and the recovery journey for participants.

SPECIAL CONDITIONS

The Respite Coordinator position is offered at 0.5 FTE. The MIFSA Respite Program is funded by the Australian Government under the Mental Health Respite Program to 30th June 2010.

The Respite Coordinator position may require flexible work hours. Flexible work hours are subject to the needs of the Program, as negotiated with a Respite Program Team Leader. National Police clearance is required prior to appointment. The Respite Coordinator will be required to use their own vehicle and will be compensated for mileage under the terms and rate stated in the Award. The duties of the position may vary over time but will remain consistent with the role of Respite Coordinator. The position is subject to ongoing funding from the Commonwealth Department of Families, Communities and Indigenous Affairs.

DUTIES

1. Under the general direction of the Respite Program Team Leaders, assist in the coordination, development, delivery and evaluation of high quality Respite Programs in metropolitan Adelaide to facilitate the caring journey for carers and the recovery journey for care recipients.
2. Build and maintain respectful and compassionate relationships with carers and care recipients in order to assist them to determine and access appropriate respite services.
3. Develop relevant sector networks and liaise closely with Commonwealth Respite and Carelink Centres to maintain effective working relationships.
4. Work closely with Respite Program team members to develop resources, policies, processes and networks relevant to increasing respite opportunities for carers of people with severe mental illness.
5. Develop and implement assessments resulting in targeted program delivery and development of respite plans for carers and care recipients accessing respite programs through MIFSA.
6. Under the general direction the Respite Program Team Leaders, maintain appropriate records and reporting related to the administration of the Respite Program and in accordance with Funding and Service Agreement requirements.
7. Plan, develop and implement special projects as directed by the Respite Program Team Leaders to meet specific and identified needs of participants and the community.
8. Provide mental health information, education, assistance and referral by way of telephone, email or face-to-face enquiries to enable individuals to access information, services and supports.
9. Maintain up to date mental health knowledge and participate in regular supervision and annual performance appraisals to ensure ongoing professional development and the delivery of quality services.
10. Contribute to a high standard of service provided by MIFSA by participating in relevant meetings, delivering programs consistent with MIFSA's strategic plan, policies and procedures and participating in continuous quality improvement activities.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

1. A tertiary qualification relevant to the health or mental health area.
2. Sound knowledge of mental illnesses including impact on individuals, their carers and the community. Experience may include "lived experience", work experience and/or qualifications.
3. Demonstrated ability to successfully interact with people living with mental illness and their carers.
4. Ability to develop beneficial agency partnerships, networks and effective working relationships.
5. High level of self-management, communication, organisational and interpersonal skills.
6. Ability to carry out assessments and develop and facilitate respite plans.
7. Ability to work autonomously and be flexible and adaptable in a dynamic setting within a team environment.
8. Working knowledge of Microsoft Computer Programs, email and internet.
9. Current SA Drivers License and willingness to use own vehicle.
10. Current Senior First Aid Certificate and Child-Safe Environments (Mandatory Notification) accreditation (or willingness to undertake).
11. Understanding of organisational operations and workplace practices, eg: Equal Opportunity and OHS&W.