

Position:	<b>Coordinator Respite Central Australia</b>		
Department/Program:	<b>Respite Program</b>		
Reports to:	<b>Team Leader, Respite Programs</b>		
Award Classification:	<b>SACS Award Level 4.1</b>	No. Direct Reports:	<b>1 x FTE</b>
Financial Delegation:	<b>\$1000</b>	PD Updated:	<b>October 2011</b>

## Position Objectives

Coordinate the delivery of a range of planned respite options to carers and care recipients affected by mental illness. Coordinate the Respite Worker, in Central Australia, under the direction of the Team Leader.

## Key Responsibilities

### Organisational Responsibilities:

1. Develop a thorough knowledge of TEAMhealth values, mission, vision, goals, knowledge and practices;
2. Contribute positively to the operations of TEAMhealth and the realisation of organisational goals and responsibilities;
3. Promote safe practice, a healthy work environment and compliance with occupational health and safety legislation;
4. Participate in health promotion activities.

### Communication Responsibilities

1. Communicate openly, honestly and effectively with clients/carers, stakeholders, staff and management;
2. Act with sensitivity and understanding towards others and acknowledge and respect differences in personal beliefs and values;
3. Work collaboratively and cooperatively with TEAMhealth's stakeholders, including clients, carers, staff, the Top End Mental Health Service and other government and non-government service providers;
4. Uphold client rights at all times and advocate on behalf of clients as required.

### Professional Responsibilities

1. Ensure client, staff and organisational confidentiality at all times;
2. Work within program guidelines as stated in the funding agreement;
3. Develop a thorough knowledge of and work within the NT Disability Service Standards; the National Mental Health Strategy, the National Mental Health Service Standards and other relevant legislation;
4. Adhere to all TEAMhealth policy and procedure as varied from time to time;
5. Implement effective time management and workload management skills;
6. Collect and report data in accordance with the program's service agreement and TEAMhealth requirements;
7. Actively participate in regular supervision with Team Leader, Respite Programs;
8. Display a commitment to professional development by setting and fulfilling development goals on an annual basis through the performance management system;
9. Keep abreast of developments in the industry and ensure that TEAMhealth practises reflect industry best practise;
10. Participate and undertake ongoing training and professional development activities.

### POSITION SPECIFIC DUTIES


1. Develop and coordinate respite services consistent with recovery oriented, strength based psychosocial rehabilitation;
2. Assess carer and care recipient needs and develop support plans that address these needs;
3. Provide data and reports, or any other relevant information to the Team Leader, Respite Programs as requested;
4. Work in collaboration with other relevant services and engage all appropriate stakeholders;
5. Work in accordance with the Funding Agreement, Program Guidelines and Budgetary Guidelines;
6. Support and coordinate Respite Worker/s to provide quality and timely planned respite services to carers and care recipients;
7. In consultation with the Team Leader, assist in the development of the policies, procedures, tools, and operational guidelines relevant to the service;

8. Act in the position of Team Leader, Respite Programs as required;
9. Provide other duties as required and approved by the Team Leader, Respite Programs.

## Selection Criteria

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Certificate IV Mental Health or willingness to obtain;</li> <li>2. Tertiary qualifications in a relevant discipline.</li> </ol>	<ol style="list-style-type: none"> <li>1. Current First Aid Certificate.</li> </ol>
<b>Experience:</b>	<ol style="list-style-type: none"> <li>1. Demonstrated understanding of the recovery model and psychosocial rehabilitation;</li> <li>2. Demonstrated understanding of care coordination;</li> <li>3. Demonstrated high level organisational skills;</li> <li>4. Demonstrated experience in the delivery of services to care recipients and carers of people with a mental illness and psychiatric disability in remote and community settings;</li> <li>5. Demonstrated ability to uphold the rights of consumers and carers;</li> <li>6. Demonstrated ability to form partnerships with all stakeholders including clients, carers and other service providers;</li> <li>7. Demonstrated experience in the support of staff;</li> <li>8. High level communication skills – written and oral;</li> <li>9. Demonstrated ethical work practices including an understanding of appropriate personal boundaries;</li> <li>10. Computer literacy in a Microsoft Office environment;</li> <li>11. Current Northern Territory driver's licence;</li> <li>12. National Police Clearance not less than two year old.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience in providing community based programs to people with mental illness, their families and friends;</li> <li>2. Knowledge of relevant legislation.</li> </ol>

**Approved by:**

<b>Name:</b>	Melissa Heywood	<b>Signature:</b>	
<b>Position:</b>	Director Client Services	<b>Date:</b>	5 <sup>th</sup> October 2011