

# Bulgarr Ngaru Medical Aboriginal Corporation

P.O. Box 1256, Grafton NSW 2460 131-133 Bacon Street, Grafton NSW 2460

Phone: 02 6643 2199 Fax: 02 6643 2202

ABN: 67 006 943 078 ICN: 1044



<b>Job Title:</b>	<b>Male Mental Health Worker</b>	<b>Job Category:</b>	Health Worker Grade 3
<b>Award</b>	Aboriginal Community Controlled Health Services Award 2010	<b>Position Type:</b>	full-time

## Job Description

### Job Purpose:

The primary purpose of this role is to raise awareness in communities regarding social and emotional wellbeing / mental health issues and to provide case management and advocacy for clients and the families of patients with mental health issues.

### Organisational Relationships:

- This position reports directly to the Executive Officer
- Accountability to the Bulgarr Ngaru Medical Aboriginal Corporation through the Chief Executive Officer and Board of Directors.

### Nature of the Position:

#### Primary Responsibilities:

1. Provision of a timely case management and support service to clients and their families, referring clients to appropriate services including counselling services where appropriate.
2. Design, deliver and evaluate programs that reflect the ongoing community need for Mental Health Awareness
3. Build contacts with appropriate community health organisations, and key personnel to attract referrals and to assist in the dissemination of information to the client group.
4. Develop / implement a work plan for service delivery in accordance with the organisation's funding agreement.
5. To provide practical assistance to Aboriginal people so that they can gain greater access to mental health services.

#### Statement of Duties

- Application of knowledge of mental health issues as they impact on Aboriginal health and societal factors to develop and deliver effective programs to raise awareness of the incidence and implications of mental illness, identifying areas of specific need and developing programs accordingly.
  - Establish links with various programs and agencies appropriate to the delivery of proactive Mental Health education / awareness programs and workshops for Aboriginal clients.
  - Determine community and client group needs, via the consultation process, related to the provision of relevant Mental Health programs, ensuring suggested programs are relevant and culturally appropriate.
  - Establish links with schools, youth groups etc for the purposes of providing educational programs and information to young people. Similarly establish linkages with other client group segments, for example young mothers, homeless youth, men etc.
  - Accurately complete appropriate paperwork related to the service provided, with the view to accountability and to provide data / research for future funding for programs.
  - Refer clients appropriately to medical and other appropriate services available locally.
  - Provide written reports to third parties when requested, undertaking an advocacy role if and where necessary.
  - Work proactively to improve the level of understanding of the problems associated with Mental Health within the community through the provision of proactive programs to educate clients and their families.
  - Participate in the planning, organising and implementation of programs that coordinate with other services provided by Aboriginal organisations.

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- Liaise with appropriate mental health providers in the region, assisting Aboriginal clients to participate in therapy as needed.
- Maintain client confidentiality, respecting the dignity and confidentiality of clients
- Weekly visits are also made to Acmena Juvenile Justice Centre working in partnership with Justice Health. The Mental Health Worker works along with the Centre's Psychologist and other clinical staff assisting with Aboriginal youth assessments (monitoring their behaviour, involvement in group therapy and activities). The Worker will give support and comfort to the youths when and if needed.
- Provide transport and support to mental health clients attending hospital or psychiatrist visit.
- Attendance at Aboriginal Community Health Meetings, Forums & Conferences
- Keep statistics and provide written reports of monthly activities to the management for Board reports.

## Requirements of the Position

1. Agree to undertake background checks as required by Bulgarr Ngaru Medical Aboriginal Corporation.
2. Familiarise, comply and abide with all Bulgarr Ngaru Medical Aboriginal Corporation Policies and Procedures.
3. Bulgarr Ngaru Medical Aboriginal Corporation believes that confidentiality, privacy and ethical behaviour are critical in the provision of professional health care. You must maintain Confidentiality with regard to patient's information. You will be required to sign a Confidentiality Agreement when you take up your position. Breaches in Confidentiality will not be tolerated. This confidentiality agreement remains in force while you are in your current position and after you leave the organisation.
4. Wear appropriate uniforms and identification at all times.
5. Participate in compulsory staff training, internal and external training to update and maintain your qualifications, knowledge and skills.
6. Maintain the highest professional standards when representing Bulgarr Ngaru. Communicate in a professional and positive manner about the organisation at all times.
7. A NSW Drivers Licence is essential for this position, a copy of the current licence is to be provided when you take up employment. Failure to keep that licence will impact on your ability to hold this position.
8. Establish, maintain and promote a friendly, welcoming, safe and culturally appropriate environment within the service and in any outreach clinics.
9. Keep adequate records about your activities in the position and the number of clients you service. Report to management as requested.
10. Be prepared to undertake any other duties within the scope of your skills and experience if requested by management.

## Occupational Health & Safety Responsibilities

- Demonstrate commitment to OH&S through personal involvement.
- Do not put yourself or others at risk and cooperate with the employer.
- Follow the employer's reasonable instructions concerning health and safety in the workplace.
- Participate in OH&S education and training.
- Report any workplace hazards.
- Assist in the OH&S Risk Management process, by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.
- Assist managers in establishing and monitoring OHS Consultation in the workplace.
- When visiting mental health clients, ensure OH&S guidelines are followed and a risk analysis had been carried out prior to the visit.

## Privacy Statement

The *Privacy and Personal Information Protection Act 1998* (PPIPA) and the *Health Records and Information Privacy Act*

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2002 (HRIPA) requires all staff/contractors and other health service providers who, in the course of their work, have access to personal information (PPIPA) or personal health information (HRIPA), to comply with the requirements of these Acts and the NSW Health Privacy Manual (PD2005\_362).

It is the responsibility of all staff to ensure privacy of personal information by following BNMAC privacy and security procedures in relation to any personal information accessed during the course of their duties.

## Code of Conduct and Ethics

Comply with Bulgarr Ngaru Medical Aboriginal Corporation Staff Code of Conduct Policy.

## Bulgarr Ngaru Medical Aboriginal Corporation Smoke Free Policy

Bulgarr Ngaru Medical Aboriginal Corporation is a smoke free environment.

## Selection Criteria:

### Essential

- Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti Discrimination Act. NSW 1977.
- Demonstrated understanding of current mental health issues affecting Indigenous communities.
- Well developed communication skills with people from a range of backgrounds and age groups.
- Knowledge of Aboriginal Community Justice Groups and their function.
- Computer literacy, able to keep statistics and to write reports.
- Demonstrated understanding of the principles of primary health care.
- Demonstrated ability to work in a team environment.
- Ability to build rapport with clients and to advocate on their behalf.
- Current NSW Drivers Licence

### Desirable:

- Qualifications or demonstrated experience in Mental Health interventions

## Declaration

As the incumbent of this position, I have noted this Job Description and agree with the contents therein. I understand that other duties may be directed from time to time.

I also agree to strictly observe the Bulgarr Ngaru Medical Aboriginal Corporation policy on confidentiality of patient information or such sensitive information that I may come across in the course of my employment.

Employee:

Manager:

Name.....

Name: .....

Signature.....

Signature: .....

Date: .....

Date: .....

Developed:

September 2010

Approved by

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