
JOB AND PERSON DESCRIPTION

Position Title: Respite Program Team Leader
Classification: SACS Award Level 6 with generous salary packaging
Position Hours: Full time position available

MIFSA

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 “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 limited direction and direct supervision of the Programs Manager, the Respite Programs Team Leader will oversee operation and program delivery of Respite Programs at MIFSA. Respite Programs are delivered across the metropolitan Adelaide region.

The Respite Programs Team Leader will work within a team environment to develop a range of flexible respite options to increase the availability of appropriate respite services across metropolitan Adelaide. MIFSA’s Respite Programs work with a range of service delivery models and work in partnership with the metropolitan Commonwealth Carer Respite Centres. While the primary outcome of respite is “time out” for the carer, the Respite Programs Team Leader will develop respite models which provide suitable and positive opportunities for the care recipient, thereby ensuring that the interests of both the carer as well as the care recipient are met. Respite options at MIFSA include 1 to 1 Respite, Short Breaks, Retreats, Telephone Support and we are currently developing a Residential Respite option.

SPECIAL CONDITIONS

The Respite Programs Team Leader position may require flexible work hours. Flexible work hours are subject to the needs of the program, as negotiated with the Programs Manager with time off in lieu provided where additional hours are worked to maintain an average of allocated hours per week. National Police clearance is required prior to appointment. The duties of the position may vary over time but will remain consistent with the role of Respite Programs Team Leader. The position is subject to ongoing funding from the Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs.

DUTIES

1. Coordinate, develop, deliver and evaluate high quality Respite Programs in metropolitan Adelaide to facilitate the caring journey for carers and the recovery journey for care recipients.
2. In consultation with the Programs Manager, recruit, train, direct and supervise staff, volunteers and placement students for MIFSA Respite Programs to ensure high quality, appropriate and up-to-date service delivery.
3. Develop relevant sector networks and liaise closely with Commonwealth Carer Respite Centres to build strong partnerships to ensure coordinated and high quality Respite services.
4. Work closely and collaboratively with Respite Program team members to develop resources, processes and networks relevant to increasing respite opportunities for carers of people with a 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. Manage program delivery, OHS&W functions, assets and IT resources and capacity of the Respite Program to promote excellence in service delivery and workplace practices.
7. Maintain appropriate records and reporting relating to the administration of the Respite Program and in accordance with Funding and Service Agreement requirements.
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 engage 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.
11. Plan, develop and implement special projects as directed by the CEO to meet specific and identified needs of participants and the community.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

1. A Tertiary qualification relevant to the health, mental health or community services area.
2. High level of self-management, communication, organizational and interpersonal skills.
3. Ability to develop beneficial agency partnerships, network and work within a team environment.
4. Extensive knowledge of the needs of people affected by mental illness, carers and the community.
5. Demonstrated ability to successfully interact with people living with mental illness and their carers using a recovery focus.
6. Highly developed ability to be flexible and adaptable in a dynamic setting, to work autonomously and exercise initiative as required.
7. Demonstrated teamwork skills, including knowledge of teamwork principles and ability to build and maintain positive working relationships with all team members.
8. Demonstrated ability to recruit, train and supervise a program team.
9. Capacity to implement assessments, facilitate respite plans and develop innovative service options.
10. Sound knowledge of Microsoft Computer Programs, email and Internet.
11. Sound understanding of organisational operations and workplace practices, eg: Equal Opportunity and OHS&W