

Mental Health Promotions Officer

HelpingMinds – The Organisation

Our Purpose is by providing hope we support our clients, carers and families to live their best lives possible.

Our Mission is to support family recovery and make a positive difference in the community and mental health sector through Advocacy, education and the delivery of quality support services.

As a value led organisation all team members act in accordance with our values of Hope, Collaboration, Trust, Integrity and Respect.

Each team member undertakes their role utilising their unique skills and abilities to contribute to our purpose and mission.

Role Snapshot



Guided by our HelpingMinds purpose & values, this role is responsible for delivering the 'Changing Minds' mentally healthy program into secondary schools in the Perth metro and regional areas. Deliver other education on mental health issues to diverse groups of all ages within the community. Identify areas of mental health need and develop evidenced based programs.

This role may have duties under the purview of other management team members, however, will ultimately report to:

This position is:

Roles reporting to this position:



Award/Agreement: HelpingMinds Staff Agreement 2016		Classification: Level 3	
Date of Issue: August 2019	Authorised by: HR Manager	Version: 5	Review Due: August 2020

KEY RESPONSIBILITIES

Mental Health Promotion includes services that operate on a population level which aim to raise awareness of mental health issues, improve mental health literacy, reduce stigma and discrimination and maximise the population's mental health and well-being. Mental health promotion may include programs targeted to population segments, based on different age groups or settings (e.g. school or workplace) as well as initiatives to educate the general population.

This position includes community-wide activities that provide information and education designed to enhance community understanding, increase the likelihood of identifying and addressing mental health problems and promote good mental health. These programs may be targeted towards specific at-risk communities or communities affected by trauma.

1. Education

- Provide education on mental illnesses, promoting accurate, evidence-based information to schools, tertiary institutions and the community
- Maintain and develop partnerships with schools, tertiary institutions and the community to deliver programs, expos etc.
- Providing information to students and community members regarding where they can seek assistance, including referring into HelpingMinds services as well as other Mental Health or Allied Health organisations
- Assist in the planning, development and delivery of mental health related education programs
- Produce resources including promotional materials, presentations and documents to a professional standard that comply with branding policy, suitable for external communication to a variety of target audiences
- Incorporate evaluation methodology into every aspect of resource development and delivery

2. Promotion of Positive Mental Health Messages

- Actively seek opportunities to promote mentally healthy messages through liaison with local, state and federal government facilities, referral agencies/ community groups and other organisations
- Establish, foster and maintain close working links with relevant service providers to develop and maintain effective services to mental health carers
- Represent HelpingMinds at seminars, expos, presentations and workshops as required
- Work closely with HelpingMinds staff to ensure the impact of Health Promotion activities is addressed at the planning stages so that clinical staff are available to manage increased referrals

3. Other

- Monitor and ensure annual contractual targets are met
- Work with Head of Community Engagement to create operational plans and project plans as required
- In addition to your role specific responsibilities, HelpingMinds expects Employee's will:
- Perform other duties as requested or required and which are within the scope of their role and the capabilities of the employee.
- Work and act within the legal and financial constraints and boundaries of your role including but not limited to:
 - The Mental Health Legislation and Carers Recognition Act;
 - Commonwealth and State Funding Agreements;
 - Industrial Laws and Occupational Health and Safety Legislation;
 - The 2016 HelpingMinds Staff Agreement as well as current organisational Policies and Procedures;
 - Child safe practices;
 - The National Standards for Disability Services;
 - The National Standards for Mental Health Services 2010;
 - The Australian Commission Safety and Quality Standards for Accreditation version 2;
- Work in accordance with your level 3 Employee Classification Definition according to the HelpingMinds 2016 Staff Agreement

SELECTION CRITERIA

Required Documentation

Qualifications, Licences etc.

- Current Driver's License and reliable Vehicle
- National Police Clearance (no older than 6 months)
- Working with Children Check

Knowledge, Skills & Abilities:

Essential

- The ability to design, deliver and evaluate community-based education projects
- At least 2 years of demonstrated experience in a similar position
- Experience working as part of multi-disciplinary team
- Previous experience and understanding of working with young people
- Demonstrated understanding of health promotion theory and evidence-based application
- The ability to communicate effectively to a variety of target audience groups with highly developed written and oral communication skills.

Desirable

- A relevant tertiary degree in Health Promotion, Public Health, Health Science or related discipline, considerable work experience in a similar field will also be considered
- Previous experience working for a Not-For-Profit organisation
- The ability to develop strong and effective partnerships
- The ability to identify external stakeholders
- Good computer literacy and competency in the use of Microsoft Word.