



COMMUNITY ASSISTANCE NETWORK HOUSING AND ACCOMMODATION SUPPORT INITIATIVE

PROGRAM PROFILE

The Community Assistance Network (CAN) and the Housing and Accommodation Support Initiative for people with a mental illness (HASI) are two of the many programs operated by the Richmond Fellowship of the ACT. CAN and HASI are well established programs with strong recovery focus and a history of service provision to mental health consumers in the ACT. They offer supported accommodation and Recovery for adults with a mental illness living in the community as well as solution-focused counselling, support and education for their families. Further information on CAN and the Richmond Fellowship ACT can be found on www.rfact.org.au

Richmond Fellowship ACT also operates:

- facilities and services for young people experiencing social and behavioural challenges and family counselling to their parents; and
- Personal Helpers and Mentors (PHaMs) programs in Canberra, Queanbeyan and Goulburn.

REQUIREMENTS FOR APPOINTMENT

The successful applicant:

- will have a commitment to equal opportunity and an understanding of cultural diversity;
- will be required to undergo a police records check;
- will be required to undertake SafeSelect testing prior to interview;
- must sign a confidentiality agreement; and
- will have a three months probationary period.

APPLICATION INSTRUCTIONS

Interested applicants should submit:

- A detailed CV and resume.

The resume should include information about:

- contact details
- education/qualifications
- an employment history summary including the employer, start and finish dates, your responsibilities and achievements in the position
- a summary of your skills
- professional memberships if applicable
- interests, and
- any other relevant information that will support your application not covered elsewhere.

A response addressing the selection criteria.

Contact details of at least two referees.

Applications are submitted either by email to oonor@rfact.org.au or in hard copy to CAN Program, PO Box 6272, O'Connor ACT 2602



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For any enquiries relating to this position please contact (02) 6249 7912.

RECOVERY COORDINATOR

The Community Assistance Network (CAN) and the Housing and Accommodation Support Initiative for people with a mental illness (HASI) programs provides Recovery and accommodation to people with a mental illness living in the community.

The Recovery Coordinator (RC) is responsible to the Program Manager, and will work as part of a team to ensure that services are delivered in accordance with Psychosocial Recovery Principles, National Standards for Mental Health Services (NSMHS) and contract requirements.

Recovery Coordinators will work according to Recovery principles in assisting people to enhance their wellbeing.

A Recovery Coordinator will have responsibility for a number of clients (6 to 12) depending on the needs of individual clients, other duties as part of the program and working hours of the RC

DUTY STATEMENT

- Provide practical assistance to people while they are developing or recovering their independent living skills.
- Assist people to access services and activities in the community.
- Assist people to manage their normal life stressors and their mental health issues.
- Carry out interventions as agreed upon in case discussions and supervision with senior staff.
- Consult and liaise with professionals, relevant organisations and referral agencies.
- Adhere to administrative procedures including data collection and maintenance of client files.
- Attend internal and external meetings and staff training.
- Voluntary participate in a paid after-hours on-call roster providing support through mobile phone contact.
- Undertake tasks as directed by senior staff.



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SELECTION CRITERIA

Essential:

- Capacity to relate to the client group.
- Working experience and/or qualifications in a relevant field.
- Ability to prioritise and manage own workload.
- Demonstrated ability to work independently and in a team setting.
- Demonstrated oral and written communication skills.
- Current driver's license.

Desirable:

- Understanding of and capacity to interpret and apply relevant standards and legislation (including NSMHS, recovery principles, psychosocial Recovery principles, Richmond Fellowship mission statement).
- Experience in administration
- Good computing skills
- Understanding of Occupational Health and Safety, Equal Opportunity and Industrial Democracy principles
- Current First Aid certificate