

## **POSITION DESCRIPTION**

The parties agree on position duties and responsibilities outlined below and acknowledge that these criteria will form the basis of the performance review of the employee. The employee agrees to undertake all listed duties in good faith and to the best of their ability.

Position: Family Mental Health Support Worker  
Reports to: CEO  
Supervises: Waltja trainees as appropriate  
Contracted time: 34 hours per week, 5 days a week, fixed term  
Travel Required: Extensive travel to designated remote communities

### **Job Summary:**

Provide support, community education, and activities to families concerned for the mental health of their children and young people (0-18 years) in the remote communities of Titjikala, Santa Teresa and Finke. Provide support to Aboriginal Family Mental Health community workers and volunteers in Titjikala, Santa Teresa and Finke.

### **Duties and Responsibilities:**

1. Establish social inclusion needs and provide targeted family mental health support to clients, families and communities and assist them in building wellbeing self-capacity.
2. Provide community education programs and learning activities for individuals, families and the wider community.
3. Where appropriate, provide referrals, advocacy and support to access complimentary internal and external services available to clients.
4. Build and maintain stakeholder networks.
5. Prepare timely reports and maintain appropriate records to assist with targeted family support, and service evaluation in accordance with Waltja's policies and procedures and Program contractual guidelines.
6. Where appropriate assist in the preparation of submissions for external funding.
7. Participate in professional development and training as required.
8. Represent and promote Waltja at conferences, seminars, network meetings and in other community forums and actively participate in Waltja's operational activities and events.
9. Work within Waltja's organisational values, code of conduct and policies and procedures, especially with regard to maintaining confidentiality and working in a culturally sensitive, community and client driven manner.

## **SCHEDULE B**

Award conditions will be offered as part of this contract of employment. The employee acknowledges and agrees to the following conditions set out in this schedule.

Level:	SCHADS Award Level 5
Ceremonial Leave:	Up to 8 weeks leave without pay
Superannuation:	11.25% as a non-smoker status
Travel:	\$60/night for remote travel / Based on ATO as a guide for interstate
Work Kit:	\$330 per year
Annual leave:	4 weeks pro rata
Personal Leave:	10 days pro rata
Compassionate:	3 days paid leave, 3 weeks leave without pay for immediate family
Travel Reimbursement:	\$900 pro rata per completion of 12 months
Time in Lieu:	Flexible working hours and time in lieu arrangements instead of overtime.

### **Salary Sacrifice will increase your take home pay:**

Under Legislation there is a capped limit on the amount you can salary package each fringe benefit tax year (1 April to 31 March)

For employees who work for a Public Benevolent Institution the capped limit is \$15,899.90 (\$30,000 grossed up)

There are a range of salary packaging options that apply and these should be discussed with RACV Salary Solutions who are the salary packaging provider for Waltja Tjutangku Palyapayi.

## **SCHEDULE C**

### **KEY PERFORMANCE INDICATORS SUMMARY**

- Work together with all the Waltja staff and projects and be a positive team member and role model for other workers and trainees.
- Assist Aboriginal people in accessing services, funding and resources from Commonwealth, State/Territory, Local Government and other bodies.
- Prepare timely work plans, reports, correspondence, evaluations and other relevant documentation. Where appropriate assist in the preparation of submissions for external funding.
- Keep timely records and data of client assistance, field trips and community visit reports to meet the outcomes for funded programs.
- Maintain all equipment including vehicles, camping gear, cameras and resources.
- Participate in any scheduled training for this position and where appropriate provide on the job training and mentoring to other team members.
- You have complied with Waltja's policies and procedures and have participated in reviews and updates.