

Our Vision: People who experience mental illness living well.

**Our Mission:** Comcare will contribute positively to the recovery of people who experience mental illness through the provision of quality community services and social housing and support mental health sector development.

# **Job Description**

Title:	Community Mental Health Support Worker
Department:	Community Support Service
Location:	334 Lincoln Road Christchurch
Reports to:	Team Leader Community Support Services

## Main Purpose of Position:

To provide support and assistance for people with mental illness living in the community, encouraging them to build on their strengths and the strengths in their community, encouraging their needs for developing skills, accessing community resources, developing functional relationships and independence

## **Functional Relationships:**

Internal	External
Service Manager Community Support Services	Specialist Mental Health Services Managers & Staff
Service Advisors	General Practitioners
Service Users	Community & Related NGO Services
Comcare Staff	Consumer & Family Advocates/Advisors
Recovery, Privacy & Cultural Advisors	

## Authorities:

As per Delegations policy

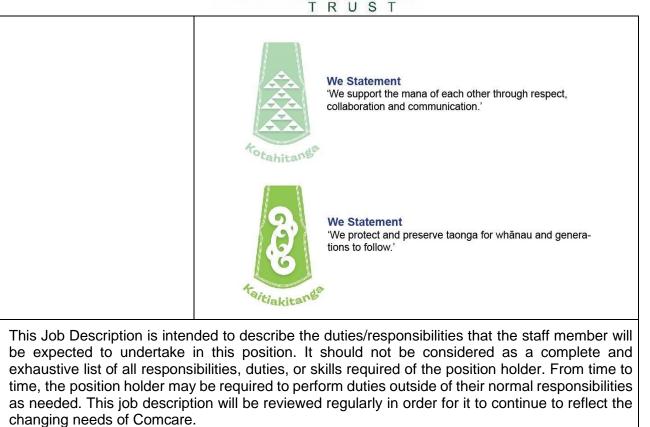


Key Duties:	Expected Results:		
To support clients living in the Community	Clients will be able to live in their chosen environment Clients will have support to access community activities of the choice Clients will have support to work toward goals Clients will receive support/guidance with life skills e.g. (budgeting, leisure/recreation, social skills, communication, conflict resolution, personal hygiene)		
Liaison	<ul> <li>Appropriate liaison maintained with:         <ul> <li>Client/Family/Significant other</li> <li>Clinical Case Manager</li> <li>General Practitioner</li> <li>Work and Income Managers</li> <li>Community Integration Service</li> <li>Housing Service</li> <li>Activelinks</li> <li>Jobconnect</li> <li>Peer Services</li> </ul> </li> </ul>		
On-going review of Clients needs	Review services to ensure clients' needs are being met and that there is a need for on-going Community Support Work involvement		
Maintain/increase skill and knowledge base	Community Mental Health Support Worker will attend training opportunities available to them Attend external Group Supervision on a monthly basis reflecting on practice		
Administration	Maintain appropriate records ensuring notes/plans are completed as per Community Support Service policy.		
Contribute to Team	<ul> <li>To attend supervision monthly with Line Manager, reflecting on practice through self-awareness.</li> <li>All relevant team and staff meetings attended</li> <li>Good relationships are developed with Community Support Services and other Comcare staff</li> <li>Positive contribution to Community Support meetings and strategic planning</li> </ul>		
Honoring te Tiriti o Waitangi	<ul> <li>Develop approaches for partnering with mana whenua, Māori with lived experience of mental health and addiction services and their whanau</li> <li>Work in partnership with clients and whānau to provide culturally responsive and appropriate support to improve outcomes and reduce inequities.</li> <li>To attend cultural supervision monthly reflecting on practice through self-awareness.</li> </ul>		



	TRUST
Development	<ul> <li>Actively participate in professional development to meet identified learning needs that promote and support excellent performance in the position</li> <li>Over time employees will, through the natural process of gaining confidence in their ability and understanding of the systems, operate more quickly and efficiently in the job they hold. This will free up time that could be used to develop and enhance their skills, knowledge and abilities. As a consequence of this, and because Comcare is interested in developing each employee to their full potential, each employee will from time to time be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities.</li> </ul>
Health & Safety	<ul> <li>Proactively support and follow our Health and Safety programs, Policies and Procedures</li> <li>Ensure services are delivered in line with Comcare's Health and Safety Policies and Procedures</li> <li>Ensure the Wellbeing of Comcare's clients, tenants and staff are at the forefront of any decision taken</li> <li>Assess and mitigate and manage risk, including no cultural harm</li> <li>Ensure accidents and incidents in the workplace are reported in a timely manner</li> </ul>
Anei ā mātou whanonga pono / Our Values	We Statement We offer a safe space to enable tangata whaiora to find their own empowerment and support them to be leaders of their own journey.'
	We Statement "We take a person-centred approach and nurture a sense of belonging through shared experiences and strengthening ties between whānau and communities."
	We Statement "We ensure that our mahi reflects a mana enhancing approach to strengthen hope for tāngata whaiora, with aroha, respect, integrity and trus.'







#### **Person Specification**

## Qualifications/Background:

• New Zealand Certificate in Health and Wellbeing (Level 4) – Mental Health and Addiction Support (or equivalent Level 4 Qualification relevant to social service provision)

## Experience / Knowledge / Skills:

- 2 years' experience in mental health field
- Time management
- Problem solving / solutions focused
- High level of attention to detail
- High level of organisational ability
- Full current drivers' licence
- Well-developed communication and interpersonal skills
- Clear boundaries
- High standard of personal appearance
- Professional yet approachable image
- Positive attitude
- View all people as having potential for change
- Tolerant yet assertive
- Outgoing
- Values people
- Positive self-image

## Desirable:

- Canterbury-based experience
- NGO experience
- Specialist Mental Health experience
- Understanding of Recovery Principles and Strengths Approach
- Creative thinker
- Evidence of good working relationships across range of colleagues/clients
- Good sense of humour

## July 2024

## Signed by:

	Date:
Employee:	
Employer:	