

Families and Carer Consultant job description

**PARRAMATTA MISSION
POSITION DESCRIPTION**

Mental Health Specific Families and Carer Consultant (Casual)

Reporting To	Director, Uniting Care Mental Health
Directly Supervising	Team Leader, Family and Carer Mental Health Program
Date Prepared	
Date Approved	by:

Position Purpose

Uniting Care Mental Health is a leading non-government organisation based in Western Sydney. As a specialist division of Parramatta Mission, it provides a number of holistic, recovery-focused services for mental health consumers and families and carers within the geographic area of Sydney West Area Health Service. The organisation has also recently commenced one program in the Northern Sydney Central Coast Area Health Service.

The Family and Carer Mental Health Program provides community based education and support services to families and carers of those with mental health problem or disorder, living in the geographic area of Sydney West Area Health Service (Auburn-Lithgow).

A casual Family and Carer Consultant position has been created by program management to draw upon the lived experience and knowledge of a family member/carer of someone with a mental health problem or disorder.

Requirements of the Position:

- Knowledge of issues faced by families and carers of those with mental health problem or disorder
- Strong inter-personal and communication skills
- Willingness to bring new ideas to the table to improve the service responsiveness and inclusiveness of the Family and Carer Mental Health Program
- Willingness to undertake professional development as required and identified by program management, to ensure that Consultant is able to fulfil position expectations to the best of their ability

Core Activities

KEY TASK AREAS	KEY PERFORMANCE INDICATORS
OPERATIONAL RESPONSIBILITIES	

Provide guidance to program staff that will assist to ensure that individual support services are family and carer inclusive, respectful and empowering at all times	Individual support work services are evaluated as being inclusive, respectful and empowering to families and carers
Provide guidance to program staff that will assist to ensure that education and training programs are family and carer inclusive, respectful and empowering at all times	<i>Education and training programs are evaluated as being inclusive, respectful and empowering to families and carers</i>
Assist develop mechanisms for ensuring the ongoing and active participation of carer perspectives is integrated into the planning, development and evaluation of the program.	Mechanisms for family and carer participation are developed, implemented and evaluated in collaboration with program staff
As appropriate, participate in the process of continuous review of service needs, quality and delivery, utilising outcome measures	Designated service standards are enhanced, progress made toward best practice.
<i>To maintain knowledge and skill at a professional level abreast of current practice and trends</i>	Decisions and directions demonstrate application of current research and best practice.
SAFETY MANAGEMENT Ensure safe working practices; control or report safety hazards, defects or unsafe work methods. Observe Mission's OHS Management System	Limit staff or client injury claims.
ASSET MANAGEMENT <i>Property</i> Report property assets requiring repair or replacement.	Assets and asset values are preserved.

Decision Making

Guidance is available in the form of policy and procedure directions or legislative requirements. Any variation to procedure is referred for management decision. Variation of policy requires Board approval from management recommendation. Other operational matters are usually resolved by reference to Director, Counselling & Mental Health or relevant peers or functional contacts, as appropriate.

Expectations

- To demonstrate commitment to equal employment opportunity principles and recognised standards of human resource management with regard to all employment responsibilities and activities
- To complete position duties in a manner that reflects positively on the Family and Carer Mental Health Program and the Parramatta Mission