

RECRUITMENT INFORMATION PACKAGE

WayAhead - Mental Health Association NSW

Small Steps Facilitator- Regional NSW



WayAhead is part of
COLLECTIVE PURPOSE COLLABORATION with



Mental Health
& Wellbeing
Consumer
Advisory Group

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1 RECRUITMENT PROCESS

- Position to be advertised through various media, commencing **Monday 4 February 2019**
- Applications to be submitted by email to Cecilia Rais, Human Resources Manager, at: jobs@collectivepurpose.org.au
- Closing date for applications – close of business **Friday 22 February 2019**
- All applications will be acknowledged by email
- Applications should include a covering letter or email, a current resume or CV, and a statement addressing **all** Position Requirements and Desired Selection Criteria (see Position Description attached).

Applications will not progress to interview if all the Position Requirements and Desired selection criteria are not addressed.

- Selected applicants will be invited to attend an interview and will be given at least one week's notice of the time and date.
- Interviews will be conducted by a recruitment panel consisting of (at least):
 - WayAhead Senior Manager, and
 - WayAhead Small Steps Facilitator
- All interviewees will be asked the same set of questions, although the panel reserves the right to ask additional clarifying questions if necessary.
- The panel will rank eligible applicants in order of preference.
- The panel will check references as provided by the selected applicants.
- The panel will confer to confirm its decision. The panel's decision is based on individual merit, taking into account the written application, interview, and referees' comments.
- The successful applicant will be offered the position. If they decline, the position will be offered to the next ranked person.
- All unsuccessful applicants will be notified in writing as soon as possible after the recruitment process is completed.

2 ORGANISATION PROFILE

Way Ahead (Mental Health Association NSW)

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|------------------------------|---|
| <i>Type of organisation:</i> | Non-government organisation, registered charity, PBI status, DGR status, established 1932 |
| <i>Funding sources:</i> | Mental Health Commission of NSW (MHC NSW); donations and bequests |
| <i>Geographical focus:</i> | NSW and Qld (limited) |
| <i>Issue focus:</i> | Mental health promotion, mental health awareness and mental illness education |
| <i>Industry focus:</i> | Information, health promotion, support, advocacy |

Contact details

Address: Level 5, 501 / 80 William St, Woolloomooloo, NSW 2011

Telephone: 02 9339 6000

Fax: 02 9339 6066

Email: info@wayahead.org.au

Our Websites: www.wayahead.org.au
www.directory.wayahead.org.au
www.understandinganxiety.wayahead.org.au
www.wayaheadworkplaces.org.au
www.mentalhealthmonth.org.au
www.stresslesstips.org.au
www.pnda.wayahead.org.au
www.collectivepurpose.org.au

WayAhead plays a vital role in the development of mental health initiatives which increase community awareness and knowledge of mental health issues.

With the support of our Board, staff, members, volunteers and students, we strive towards a community that embraces and maintains mental, social and emotional wellbeing for all people and we work towards a society free from prejudice and discrimination against people living with mental illness.

We do a range of work that is primarily focused on:-

- The provision of mental health information – the [WayAhead Directory](#), Mental Health Factsheets and education seminars
- Free Anxiety Support Groups throughout NSW
- Primary school program on identifying anxiety in young children
- The co-ordination of mental health promotion activities such as [Mental Health Month NSW](#), [Perinatal Depression and Anxiety Awareness Week](#) and the [WayAhead Workplaces Program](#)

We are a community managed organisation and registered charity. We are a member of the Mental Health Coordinating Council and the Mental Health Council of Australia and we are one of three partner organisations that established Collective Purpose - a collaborative partnership that has been created by three organisations striving to make a difference in mental health – WayAhead – the Mental Health Association NSW, Being | Mental Health & Wellbeing Consumer Advisory Group (Being) and Mental Health Carers NSW (MHCN).

3 POSITION DESCRIPTION



WayAhead Small Steps Facilitator- Regional NSW

Position Description

January 2019

| | |
|-------------------------------------|--|
| Organisation: | WayAhead |
| Title: | Small Steps Facilitators |
| Employment type: | Casual |
| Salary & Classification: | SCHCADS Award Level 2 PP2 (G2Y2) Casual hourly rate \$33.83 |
| Location: | Suite 501, 80William Street, Woolloomooloo |
| Report to: | WayAhead Health Education Officer |
| Supervises: | N/A |

About WayAhead:

WayAhead-Mental Health Association NSW is a non-government organisation working in partnership with others to promote mental health and wellbeing through education, support and advocacy.

WayAhead provides support, information and referrals to people with a mental illness, their families and carers through our information lines or through their **WayAhead** database directory. **WayAhead** coordinates a number of support and self-help groups for people with anxiety as well as coordinating unique health promotion campaigns and projects, including Mental Health Month, Perinatal Depression & Anxiety Awareness Week and WayAhead Workplaces (a workplace health network).

WayAhead receives funding from the Mental Health Commission of NSW and the Ministry of Health.

Role description:

- This role will work under the direction of the WayAhead Health Education Officer and will be responsible for the successful delivery of WayAhead's Small Step anxiety seminars to primary school parents and teachers in NSW, outside of Sydney. The aim of the seminars is to raise awareness of anxiety disorders in children and to promote help seeking so children can reach their full potential.
- The position requires delivering multiple seminars in a given geographical region, potentially over a week at a time. The cost of accommodation, travel and meals are met as per WayAhead policies.
- The position is casual with the expectation of up to one weeks work every school term

Duties and Responsibilities:

- Delivering prepared seminars to primary school parents and teachers;
- Ensure completion of evaluation forms and participate in evaluation review
- Distribute up to date resource kits, including lists of information about appropriate treatment options
- Support the ongoing quality monitoring and improvement of WayAhead training and education resources
- Present at public and media events as required

Other:

- Act in accordance with WayAhead's established policies and procedures, with particular attention to the Code of Conduct and our Charter
- Act at all times in accordance with the Disability Services Act 1993 and Privacy Act 2012
- Promote WayAhead's programs
- Report all hazards and near misses, incidents and accidents to management
- Exercise duty of care to other staff and visitors to the Collective Purpose premises
- Generally contribute to the life and wellbeing of WayAhead and all its constituents.

Conditions of employment are as detailed in the Social, Community, Home Care & Disability Services Award (SCHADS), a copy of which is available in the workplace.

Key Result Areas (if applicable)

- Delivery of Small Steps Seminars to teachers and parents in areas outside of Sydney, for example: Newcastle, Armidale and Dubbo.

Position Requirements:

- Excellent communication skills and competency of the English language
- Proven ability to present information clearly and confidently to diverse audiences of varying sizes
- Understanding of anxiety disorders in children, including treatment
- Ability to work independently and take initiative
- Reliable with excellent time management skills
- Flexibility to travel and work across multiple locations
- Current Driver's License
- Agree to submit to Working with Children Check and police check
- Proficiency with Microsoft Suite including Outlook, Word and Excel

Desired Selection Criteria:

- Background in teaching and/or a health-related field such as psychology



Small Steps Presenter Understanding Anxiety Program

Casual

Support the mental health and wellbeing of primary school age children across NSW.

Small Steps is a well-established and highly respected program delivering information seminars about anxiety and its treatment to parents and teachers of primary age school children. We are seeking an experienced presenter to deliver Small Steps seminars across NSW. The position will require travel and time away from home.

WayAhead - Mental Health Association NSW promotes mental health and wellbeing through education, support and advocacy. Amongst our range of programs are October's Mental Health Month, an Anxiety Support program, a Workplace wellbeing program and an online directory of mental health and community services. Our modern office is located in Central Sydney.

This casual position is classified **Level 2 PP2 (G2Y2)** of the Social, Community Home Care and Disability Services Industry Award 2010 (SCHCADS). The casual rate is \$33.83 per hour.

Interested applicants should download a position description from

<https://wayahead.org.au/work-for-us/>

To apply please forward your current resume and a cover letter outlining your skills and experience relevant to the position requirements to:

jobs@collectivepurpose.org.au

Closing date: **5pm 22nd February 2019.**

Aboriginal and Torres Strait Islander people, people from different cultural backgrounds, LGTBQ people and people with lived experience of mental health issues and disabilities are strongly encouraged to apply.

