

RECRUITMENT INFORMATION PACKAGE

WayAhead - Mental Health Association NSW

UNDERSTANDING ANXIETY PROGRAM ASSISTANT



WayAhead is part of
COLLECTIVE PURPOSE COLLABORATION with



Mental Health
& Wellbeing
Consumer
Advisory Group

CONTENTS

1	RECRUITMENT PROCESS	2
2	ORGANISATION PROFILE	3
3	POSITION DESCRIPTION	4
3.1	Essential Selection Criteria	5
3.2	Desirable Selection Criteria:	5
4	ADVERTISEMENT FOR THE POSITION	6

1 RECRUITMENT PROCESS

- Position to be advertised through various media, commencing **Monday 22nd January 2018**
- Applications to be submitted by email to Cecilia Rais, Human Resources Manager, at: jobs@collectivepurpose.org.au
- Closing date for applications – close of business **Monday 12th February 2018**
- 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 Selection Criteria (see Position Description attached).

Applications will not progress to interview if all the 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 Support Group Facilitator
- Interviewees will be asked to attend 15 minutes prior to the interview
- 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)

<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 Understanding Anxiety Program Assistant Position Description January 2018

Organisation:	WayAhead
Title:	WayAhead Understanding Anxiety Program Assistant
Employment type:	Permanent Part time 15hrs per week
Salary & Classification:	\$24.89 per hour SCHCADS Award Level 2 PP1 (G2Y1)
Location:	Suite 501, 80 William Street, Woolloomooloo
Reports to:	WayAhead Support Group Coordinator
Supervises:	Casual staff/Volunteers/students

About WayAhead

WayAhead (formerly known as Mental Health Association NSW) is a non-government organisation working toward a vision for a society that understands, values and actively supports the best possible mental health and wellbeing for all people.

WayAhead provides information, support and education to people who are affected by mental illness, or who seek to improve their emotional wellbeing. The organisation 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 groups for people experiencing problematic anxiety as well as running unique health promotion campaigns and projects, including Mental Health Month, Perinatal Depression & Anxiety Awareness Week and the WayAhead Workplaces Program.

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

Role Description

The Understanding Anxiety Program Assistant will provide support to the WayAhead Understanding Anxiety program.

The role will have a large administrative component, however, there is also opportunity to deliver training and public seminars such as Small Steps and facilitate support groups.

The program has three main activities; delivery of Small Steps Seminars in primary schools, coordination of Anxiety Support groups delivered throughout NSW by volunteer facilitators and provision of information about anxiety and its treatment. Periodically, the program delivers public forums to develop public awareness of anxiety disorders.

Duties and Responsibilities

Project Responsibilities

- Maintain databases
- Assist with event planning and coordination
- Engage with Support Group Facilitators monthly to develop regular and productive communication with a focus on:

- Responding to any requests the facilitator may have
- Reminding and supporting facilitators to complete evaluation paperwork
- Understand any emerging issues or challenges

Administrative Responsibilities

- Ensure records and files are logical and comprehensive
- Ensure WayAhead's administrative policies and procedures are followed
- General administrative duties, carried out whenever necessary – this may include, but not limited to compiling information and booking venues for support groups
- Data Entry
- Answering the Anxiety Information Phone Line

Presentation and Facilitation

- Delivery of Small Steps seminars and Support Group Facilitator training as per prescribed content
- Facilitation of Anxiety Support Groups (training will be provided)

General responsibilities

- Act in accordance with the principles of consumer empowerment and inclusion
- 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
- Participate in regular team meetings and other meetings of the Association
- Promote awareness of the benefits of WayAhead membership and encourage people to be involved in the its activities
- Promote WayAhead's services and campaigns
- Represent the views of WayAhead at external meetings as required
- Report all hazards, near misses, incidents and accidents to the Collective Purpose HR Manager and record in the book established for this purpose
- 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.

3.1 Essential Selection Criteria

- Strong organisational skills and attention to detail for compiling and entering data on spreadsheets and word documents
- Ability to work to deadlines
- Strong written and oral communication skills
- Ability to work independently and take initiative
- Strong customer service skills over the phone and in face to face interactions
- Proficiency with Microsoft Suite including Outlook, Word and Excel
- Facilitation and/or presentation experience

3.2 Desirable Selection Criteria:

- Personal experience or in-depth understanding of anxiety disorders
- Qualification (or studying toward a qualification) in psychology or mental health

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

4 ADVERTISEMENT FOR THE POSITION



WayAhead Understanding Anxiety Program Assistant Part-Time

Make a positive difference!

WayAhead is seeking a new team member to support our Understanding Anxiety Program which provides education, information and support for people in NSW who may be impacted by anxiety disorders.

Working collaboratively with two anxiety program leaders, this role will provide administrative support, including data entry and filing, presentation and facilitation, event planning and engagement with our volunteer anxiety support group facilitators and members of the public.

This role presents the opportunity to contribute in raising public awareness about anxiety and ensuring people who experience anxiety have access to support and information.

You will have demonstrated skills in administration activities, managing positive stakeholder relationships, as well as experience in public presentations and facilitation of small groups.

WayAhead - Mental Health Association NSW is an established and respected NGO promoting mental health and wellbeing through education, support and advocacy. Amongst our range of programs are October's Mental Health Month, a Workplace Well-being program and a directory of mental health and community services. Located in a modern, professional and relaxed work space, we are a short walk from Town Hall or Kings Cross station.

The position is part-time 15 hours per week and allows you some flexibility to work around your schedule or from home as appropriate – this will be depending on deadlines of program deliverables.

This position is classified Level 2 Pay Point 1(SACS G1Y2) of the Social, Community Home Care and Disability Services Industry Award 2010 (SCHCADS).

Interested?

Prior to submitting your application, download the Recruitment Information Kit from

www.wayahead.org.au/get-involved/work-for-us/

or call Cecilia Rais, Human Resources Manager on 02 9332 0241 to request a package.

Applicants must address all the selection criteria to be considered.

Closing date: **5pm Monday 12th February 2018**

Please send your completed application as per instructions in the Recruitment Information Kit to our Human Resources Manager, Cecilia Rais at:

jobs@collectivepurpose.org.au

To know more about the WayAhead Understanding Anxiety Program please visit:

<http://understandinganxiety.wayahead.org.au/>

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

WayAhead - Mental Health Association NSW Ltd.