



2 Terry St., Glenorchy TAS 7010
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Engagement Project Officer Position Description

Position Title	Engagement Project Officer
Responsible to:	Maxine Griffiths, Chief Executive Officer
Salary and conditions:	Salary and conditions are in accordance with the Social, Community, Home Care & Disability Services Industry (SCHCADS) Award 2010, Level 5 Pay Point 1. The Occupant will have access to salary packaging.
Length of Position:	The position is for 6 months with a view to becoming permanent if funding permits.
Status and Hours of work:	Part-time: 1 day per week- evening work required
Location:	Ground Floor, 2 Terry Street, Glenorchy - suited to working from home

About us

Mental Health Families and Friends Tas (MHFFTas) is a not for profit organisation established over 30 years ago to provide support, advocacy and training for and with families, friends and unpaid carers of people living with mental ill health.

MHFFTas is funded by the State Government to advocate for the needs of families and to ensure that those families who are interested and have the skills take part in our *Carer Representative Program* (CRP). The CRP offers mental health families and friends the opportunity to participate in government and non-government mental health service planning as well as to assist in the selection and interviewing of mental health services staff.

MHFFTas also engages with families, friends and unpaid mental health carers throughout Tasmania to understand and advocate for their support needs.

We provide training, education and information for carers in order to build their capacity to support their family member or friend living with mental illness.

We are based in Glenorchy and travel state-wide where and when necessary. We are a member of Mental Health Carers Australia.

About the role

The Engagement Project Officer will plan, develop and implement family/friend engagement processes using IT platforms.

The position will ensure that mental health families/friends have access to regular opportunities to engage with MHFFTAs, each other and find out about support services outside MHFFTAs.

In addition, the Engagement Project Officer will coordinate opportunities for families/friends to access education and information pertaining to mental illness and supports as appropriate. The Engagement Project Officer will train and support MHFFTAS staff and or volunteers to utilise IT and engagement processes.

The position is part-time (1 day per week for 6 months) with a view to becoming permanent if funding permits.

The successful applicant will possess:

- Demonstrated knowledge of the *Recovery* model of practice in mental health.
- A high level understanding and or lived experience of the role of families, friends and carers in supporting a person with a mental illness.
- Significant experience in community consultation, facilitation, planning, reporting and statistical collection.
- High level verbal and interpersonal skills including the ability to negotiate with government and non-government mental health service providers.
- Demonstrated understanding and some experience of systemic and self-advocacy theory and practice.
- Reasonable IT expertise and skills.
- Demonstrated attributes and behaviours that promote positive regard to others and self.
- A current National Police Certificate and a Working with Vulnerable People Registration. (Or the ability to provide them within a reasonable timeframe.)

What we offer you

- A friendly and supportive, family friendly work environment.
- Opportunities to build networks within state-wide government and non-government mental health services.
- A contemporary physical working environment with easy access to parking around the Glenorchy area.

Email us with your CV and a one-page cover letter outlining what you would bring to the role to ceo@mhfamiliesfriendstas.org.au or call 0437 010 934 for further information.

Applications close Monday 25th May 2020 (5pm)