

<b>Position title</b>	Community Mental Health & Wellbeing Officer
<b>Reports to</b>	Coordinator Community Development
<b>Department</b>	Community & Corporate Services
<b>Classification</b>	Level 6, Local Government Industry Award (Stream A)
<b>Last Review Date</b>	May 2021

## Position Summary

Tablelands Regional Council have entered into a partnership agreement with the Queensland Government to deliver a Mental Health and Wellbeing Package - Localised Mental Health initiatives for TRC Local Government area. The agreement is to undertake a two year regional engagement, collaboration and capacity building project through Queensland Health funding that will foster local partnerships and support local social services and community members.

## Position Specific Accountabilities

- Effective development and coordination of initiatives, programs and projects across TRC and the broader TRC Community.
- Lead, develop and implement mental health strategies utilising community development principals to build capacity, mental health and wellbeing in Community.
- Upskill individuals within the community to enhance wellbeing and increase mental health and wellbeing and suicide prevention literacy through the implementation of mental health training programs. Providing community outreach programs to enhance the whole of community's wellbeing and connectedness.
- Focus on improving communication, understanding and connection in the TRC region regarding the support available to community, particularly in relation to services for seniors and/or vulnerable individuals to promote mental health and wellbeing.
- Enhance opportunities for socialisation through increasing communication and connections to services and community groups, as well as outreach;
- Review programs and initiatives to understand their suitability for the local context to improve mental health and wellbeing and to seek external funding where relevant/required to implement programs;
- Identify the feasibility of volunteer-led programs to address social isolation and loneliness in our community e.g. workshop delivery, identification of individuals to participate in programs to connect young and old and volunteer programs such as 'Tablelands Angels' where volunteers connect and provide social support to seniors.
- Proactively monitor, reporting and evaluation of the funded projects and programs to the funding body.

## Organisation Responsibilities

- Model ethical and professional behaviour and act with integrity and confidentiality whilst representing Council.
- Adhere to all legislation, Council policies and guidelines.



- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
  - TRC's Safety Management System - TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
  - Comply with all Work Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Provide direction to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected by Council.

## Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as set out in separate instruments of delegation from Council.

## Selection Criteria

### Essential

1. Superior communication and interpersonal skills, including a proven track record in developing effective relationships with a diverse range of internal and external stakeholders.
2. Demonstrated experience in delivering Mental Health and Wellbeing programs in a rural setting.
3. Proven track record in planning, developing, implementation, evaluation and reporting of projects and programs to an external funding body including outcomes and funding acquittal.
4. Providing effective leadership and community capability development to ensure alignment with external funding agreement and TRC values

### Qualifications

- Tertiary qualifications in Mental Health, Social Science, Social Policy, Social Planning or minimum of 7 years experience in the field of Mental Health program delivery and capacity building.
- C class manual Driver Licence (mandatory).
- Working with Children Blue Card (mandatory).

## Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening.
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

