

## POSITION DESCRIPTION

# Mental Wellness Advocate - Site Negotiable



Our CORE values  
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Murrumbidgee Local Health District
Position Classification	Counsellor Lvl 4 ,Snr Psychologist, Social Worker Lvl 4, Welfare Off Lvl 4
State Award	Health and Community Employees Psychologists (State) Award NSW Health Service Health Professionals (State) Award
Category	Human Resources and Recruitment   Work Health and Safety
Vaccination Category	Category B
ANZSCO Code	272399 Psychologists nec
Website	<a href="http://www.mlhd.health.nsw.gov.au">www.mlhd.health.nsw.gov.au</a>

## PRIMARY PURPOSE

The position of Mental Wellness Advocate is an exciting new position designed to support the mental health and wellbeing needs of Murrumbidgee Local Health District (MLHD) staff.

Primarily, the role will provide expert advice and support to the District on best practice, evidence based mental health services that support positive mental health in the workplace. In addition, the position will provide psychoeducation and psychological support to an identified volunteer based collegial peer support network across the District.

The position will be highly influential in developing and implementing evidence informed psychological strategies, to strengthen the District's approach to providing a psychologically safe and healthy workplace for staff through implementation of the MLHD Mentally Healthy Workplace Framework. The position will use highly developed research and data analysis skills to inform prevention and intervention strategies, and to monitor and evaluate program outcomes.

## ESSENTIAL REQUIREMENTS

- National Police Check
- Vaccination Category B
- Current Driver's License

## KEY ACCOUNTABILITIES

- Contribute to policy and practices that support the wellbeing of staff in a professional, confidential and culturally safe manner.
- Contribute to the development and implementation of the MLHD Mentally Healthy Workplace Framework in accordance with current best practice models.

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- Strengthen organisational awareness of psychological health and safety to reduce the stigma associated with mental illness conditions and increase early intervention behaviours through health promotion activities.
- Lead an internal, District-wide volunteer based peer support network, and related program responsibilities, to address early intervention and positively promote early help seeking; also providing ongoing psychological and wellbeing support to the established peer support network.
- Provide post critical incident support and crisis intervention using brief intervention counselling techniques to staff where required.
- Conduct confidential wellbeing checks and/or brief intervention counselling, facilitated training and ongoing support to identified high risk positions with the aim to reduce psychological health and safety risks.
- Enhance the knowledge, skills and capabilities of leaders, managers and staff to be resilient and achieve optimal wellbeing and functioning through the development and facilitation of training programs, one-on-one coaching and health promotion activities.
- Work closely with other organisational Directorates to develop and promote communication and management practices that support the relationship between positive workplace culture and mental wellness.
- Provide education on the identification and assessment of psychosocial hazards of staff to minimise psychological health and safety risks.
- Promote early intervention through referral to the MLHD Employee Assistance Program.
- Ensure appropriate administrative functions are undertaken including confidential record keeping, data collection in keeping with relevant professional responsibilities and legislative requirements.

## KEY CHALLENGES

- Prioritising and providing complex psychological services to geographically dispersed staff working in a high demand, dynamic operational environment, where services may include phone and virtual face to face via internet services and at times outside of normal working hours.
- Building relationships with all levels of staff to positively influence attitudes of staff and leaders and reduce stigma around mental illness.
- Demonstrating independent and professional judgement when providing advice, coaching, education and support to leaders and staff and recognising potential organisational impact or consequences.
- Keeping abreast of, and complying with current evidence based practice, legislation and policies and procedures according to registration guidelines and also current NSW government.

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## KEY RELATIONSHIPS

Who	Why
Manager	The position will liaise regularly with their Manager for direction, advice, support, mutual consultation and escalation of issues.
WHS & Wellbeing Team	The position sits within the WHS & Wellbeing team and will participate in meetings, share information, provide advice, and collaborate to develop strategy, policy and projects.
Internal Managers; HRBP's; Industrial Specialist; Clinical Governance team	To ensure early intervention, support and prevention of mental illness. Respond to queries, identify needs, communicate services and redirect, escalate or resolve issues.
Employee Assistance Program (EAP) provider	To ensure a holistic, integrated and informed approach between MLHD's EAP provider and internal services, to support staff who require psychological support.

## SELECTION CRITERIA

1. Recognised Tertiary Allied Health Qualification such as Psychology, Social Work, Generalist Counselling, Rehabilitation Counselling, with full registration / accreditation with relevant governing body.
2. Demonstrated experience in developing and implementing organisational holistic and culturally appropriate mental health and wellbeing support programs that contribute to a mentally healthy workplace for all staff.
3. Demonstrated high level of knowledge, skills and experience in providing brief intervention counselling support for critical incident responses, crisis intervention, and psychological assessment and counselling.
4. Ability to develop and deliver psycho-education programs that effectively contribute to a mentally healthy workplace, to all levels of staff.
5. High level interpersonal skills and ability to work effectively with all levels of staff through a demonstrated awareness of own strengths and development needs and the impact of own behaviour on others.

## OTHER REQUIREMENTS

Each employee is required to work towards the priorities as outlined in the MLHD Strategic Plan. The role and responsibilities are to be carried out in a manner that is consistent with delegations, policies, procedures and operations systems of Murrumbidgee LHD, and in line with the NSW Health Code of Conduct.

The following specific requirements should be noted:-

### Education and Training

- It is the responsibility of each staff member to comply with mandatory training requirements as directed by National, State and Local Legislation and Policy.
- It is the responsibility of each staff member to be aware of the contents of the Policy and Procedures Manual/Database(s) for their Department and to work within the principles contained therein.

### Other Duties

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- Perform other job related duties as directed consistent with the Award Classification.
- Undertake reasonable travel in accordance with the duties of this position.
- Participate in an annual performance achievement and development process.
- Exhibit a commitment to Our People Our Future and the CORE Values of Collaboration, Openness, Respect and Empowerment as defined in the NSW Health Code of Conduct.

### Work, Health, Safety & Quality

- Each staff member is expected to maintain an unyielding focus on quality and safety.
- Employees are to comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role.

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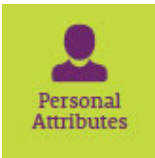
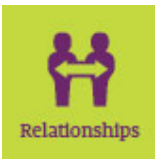


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## CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](#).

### Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Advanced
	Procurement and Contract Management	Adept
	Project Management	Advanced