

POSITION DESCRIPTION

POSITION:	Mental Health Support Coordinator
EMPLOYMENT TYPE:	Up to Full Time Position available (38 hours per week)
TENURE:	12-month contract with possible extension dependent on funding
POSITION HOURS:	To be negotiated
REPORTS TO:	Legal Practice Manager
AWARD:	Social Community Home Care and Disability Services Award (SCHCADS)
AGREEMENT:	Multi-Business Agreement (MBA)
CLASSIFICATION:	SCHCADS Level 5 Community Development Worker Class
REMUNERATION:	SCHCADS Award Pro rata \$79,059 plus salary packaging

ABOUT THE ORGANISATION

The Northern Community Legal Centre (NCLC) formed in early 2016 following an amalgamation of the former Broadmeadows Community Legal Service and Moreland Community Legal Centre. The NCLC operates in one of the fastest growing and disadvantaged areas of Melbourne, and has a significant catchment including the Hume City Council, Moreland City Council and Mitchell Shire Council. The NCLC operates from a central office located in Broadmeadows, with outreach services to other service areas including Wallan, Sunbury, Brunswick, Coburg, Glenroy, Fawkner and Craigieburn.

Our purpose is to ensure equal access to justice for all in Melbourne's North West and we do this by the provision of legal services, community legal education and law reform aimed at the most vulnerable and disadvantaged people in Melbourne's North West. NCLC gives priority to victims/survivors of Family Violence, Refugees and newly arrived communities, people who have a diagnosed mental illness, young people and older people who are suffering abuse.

PURPOSE

The Mental Health Support Coordinator will work in a multi-disciplinary team with Lawyers and Community Development Workers to address the fragmentation between legal and social support services. They will develop and maintain relationships with mental health/community support services and assist to streamline informal and formal referral

processes, establish co-case management protocols, incorporate legal health checks into the health provider triage and intake and assessment processes and establish secondary consultations as a pathway to assistance.

KEY RESPONSIBILITIES

1. Assist the Lawyer with interviews where necessary, provide crisis intervention and referrals to enhance client wellbeing.
2. Meet with clients referred by mental health services, or as referred by lawyers in other NCLC legal clinics, conducting triage activities to identify non-legal needs, and to communicate to lawyers about the client's circumstances, including any sensitive and potentially traumatic details.
3. Link clients in with appropriate services to address their non-legal needs; co-case manage the client, advocating on the client's behalf to contextualize other issues that could inhibit the prevention of further legal issues i.e. homelessness.
4. Support the lawyer to obtain reports from psychiatrists, counsellors etc. to support the client's legal matters.
5. Work with the Community Development Team to develop professional development training and tools on working with people with mental illness within a recovery framework for our team of Lawyers based on protocols endorsed by Wellways, Mental Health Legal Centre, Victorian Mental Illness Awareness Council (VMIAC), Mind Australia, Independent Mental Health Advocacy Service and relevant literature released by justice reports.
6. Support practitioners at partnering agencies to integrate legal assessment into their daily practice (when a client cannot self-identify legal issues) and assist with professional development training across our partner sites to enhance the capacity of referring partners to identify legal issues experienced by their clients and to make appropriate referrals in a timely manner.
7. Support referring agencies to incorporate the Legal Health Check as a tool for assessing legal issues in client assessment and triage. The Legal Health Check is a legal screening tool developed by the Queensland Public Interest Law Clearing House (QPILCH) for NACLC, with funding provided by the Australian Government Attorney-General's Department (AGD).

SELECTION CRITERIA

1. A Degree and/or suitable experience in working with highly vulnerable clients
2. A minimum of three years' experience working in community mental health settings using a recovery-oriented approach with clients who present with a high level of complexity, vulnerability, disadvantage and trauma.
3. Demonstrated case management experience and knowledge of referral pathways in the mental health, community, housing, family violence and other support service sector.
4. Excellent interpersonal, collaboration and negotiation skills and the ability to form strong working relationships with a broad range of internal and external stakeholders.

5. Excellent computer skills, including Microsoft Office, and an understanding of database and software management tools.
6. Demonstrated strong planning, prioritisation and organisational skills and the ability to concurrently manage a variety of tasks and projects.
7. Demonstrated commitment to social justice principals
8. Hold a current Working With Children Check

ACCOUNTABILITY

This position is accountable to the Legal Practice Manager