



Position Description

Community Engagement Officer Self Empower Now

Job Title:	Community Engagement Officer -Self Empower Now
Location:	State-wide – offices in Hobart
Classification/Salary:	SCHADS, Level 5
Employment Status:	0.8 Full Time Equivalent (FTE)(or as negotiated)
Reports to:	Chief Executive Officer
Term:	Fixed term contract to 30 June 2027

About MHLET

Mental Health Lived Experience Tasmania Inc. ('MHLET') is Tasmania's lead organisation for people with a personal lived experience of mental ill-health and psychosocial disability.

MHLET is a member-based, independent, not-for-profit organisation that works with mental health consumers, people with psychosocial disability, the state mental health system, mental health service providers, disability service providers and the community to ensure that the voice of lived experience is heard in the planning and delivery of Tasmanian mental health services and psychosocial disability services.

MHLET Vision, Purpose and Values

Vision

We use our lived expertise so Tasmania can be a better place for all people.

Purpose

People with lived experience are driving positive change through representation, advocacy, and co-production.

Values

Empathy. Practicing kindness and compassion.

Inclusivity. Representing the diversity of our community.

Trust. Creating safe, non-judgemental spaces.

Equality. Working together to dismantle power imbalances.

Self-determination. Building individual capacity to enable a collective voice

About the Position

This position will undertake community outreach, stakeholder engagement and participant recruitment, for MHLET's newly established **Self-Empower Now** project.

MHLET is an organisation managed and governed by people with lived experience of mental ill-health and psychosocial disability. Lived experience of mental ill-health and/or psychosocial disability is an essential selection criterion for this position.

Self-Empower Now project will:

- engage people with psychosocial disabilities across Tasmania;
- provide training and practical experience in self-advocacy and consumer representation;
- offer a pathway to ongoing remunerated roles as consumer representatives in government, disability services and mainstream services.

Self-Empower Now project participants will obtain practical, lifelong tools to participate, lead, contribute to, and connect with services and supports. They will connect with peers, sharing experiences and reducing isolation. They will be supported to become consumer representatives, offering their expertise to help shape and improve all types of services used by people with disability.

Key areas of responsibility:

- develop and implement effective communications about the Self Empower Now project for multiple audiences, including participants with psychosocial disability and community stakeholders, including an overarching communication and community engagement plan, aligned with the overall project plan
- Directly develop communication and engagement materials in various formats including (but not limited to) website content, social media, direct electronic communications and printed materials
- Ensure communication and engagement planning is guided by people with relevant lived experience of psychosocial disability, including the Self Empower Now Co-Design Group
- develop and implement strategies to recruit participants to the Self Empower Now project to meet project targets
- undertake community outreach and direct engagement to encourage and prepare participants for commencement in Self Empower Now
- engage with community organisations and relevant services to encourage referral of participants to the Self Empower Now project.
- Collect qualitative and quantitative data, including from participants and stakeholders, to enable measurement of project outputs and outcomes
- Develop case studies and stories about participants in the Self Empower Now project and MHLET's Consumer Representative Service.
- Identify and enable media stories about the project
- Identify multiple strategies to engage people with psychosocial disability in the Self Empower Now project, including (but not limited to):
 - one-on-one outreach
 - referral pathways
 - direct phone, email, social media and website content and inquiries

- targeted social media to general public.
- Record, monitor and report on the project Key Performance Indicators (KPIs)

Other Responsibilities

- This position description is not intended to be an exhaustive list of duties. The person selected for this role will be expected to perform other related tasks requested by the CEO and as necessitated by the development of this role and the development of the organisation.

Selection Criteria

1. Lived experience of psychosocial disability and/or mental ill-health
2. Demonstrated capacity to engage people with psychosocial disability, and stakeholders in the community sector
3. Strong project management skills including planning, monitoring, reporting and evaluation
4. Demonstrated high level written and verbal communication skills
5. Ability to work independently and as part of a small team, demonstrating resourcefulness and managing competing priorities.
6. Demonstrated knowledge of Tasmanian Government policies, programs, services and legal requirements relating to psychosocial disability and mental health

Other Mandatory Requirements of this Role

- Must hold Australian citizenship or be a permanent resident of Australia.
- Must satisfactorily comply with National Police Clearance and Working with Vulnerable People requirements
- Current drivers' licence
- Willingness to engage in occasional state-wide travel
- Capacity to fulfil the basic physical and psychological requirements of the position as set out in Table A below (with reasonable support where required)

How to Apply

For further information regarding this position, please contact:

CEO, Tash Smyth

(03) 62231952 or email

admin@mhlet.org.au

Applications should include:

- a cover letter, addressing each item in the 'Selection Criteria'
- an up-to-date CV

Please forward your complete application to admin@mhlet.org.au by 11th November 2024

MHLET's commitment to diversity

The expertise, lived experience and wisdom of First Nations people; culturally and linguistically diverse people; LGBTIQ+ people; and people with intersecting disabilities are valued by MHLET and applicants from these groups are strongly encouraged to apply (as are people with parenting responsibilities).

MHLET recognises that this position requires a broad range of skills and as such there is some flexibility in the number of hours worked per week and the key areas of responsibility.

MHLET encourages applicants to identify their areas of experience that best match the role and any preferred options for flexible working arrangements.

Role/Position: Engagement Coordinator (Self Empower Now)	Ref No: MHLET-PD-EC (SEN)
Approved By: CEO	PD Contact/Author: CEO

REVISION HISTORY			
Version No.	Status (draft/approved)	Date	Next Review Date
1	Draft	14/7/2024	TBA

TABLE A: The basic physical and psychological requirements of the Engagement Coordinator (Administration)

Work Environment	
Manage demanding and changing workloads and competing priorities.	Daily
Work in a team environment.	Daily
Work in different geographic locations.	Regular
Be exposed to all outdoor weather conditions.	Occasional
Work in unstructured environments (e.g. outreach).	Regular
Work office hours with the possibility of extended hours.	Regular
Work after hours, as operationally required.	Occasional
Work in an open plan office.	Daily
Work in buildings which may be two-storey.	Daily
Sit at a computer or in meetings for extended periods.	Daily
Work in an environment with competing demands.	Daily
People Contact	
Liaise with government, non-government and community organisations.	Daily
Work with clients who may have a disability.	Daily
Interact with members of the public who may display the full range of emotional expressions and behaviours	Daily
Interact with clients and other people who could display challenging behaviour.	Daily
Facilitate access to specialist, generic and community services.	Daily
Undertake training and professional development activities.	Regular
Administrative Tasks	
Undertake administrative tasks which may include: computer work, filing, writing reports, client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
Use technology including computers, video conferencing, telephones, cameras, televisions, videos, and electronic whiteboards.	Daily
Transport	
Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional