



Able Charitable Trust came about from the merger of four organizations – Supporting Families Southland, Waitaki and Central Otago and the Schizophrenia Fellowship Otago.

Its primary purpose is **to provide support to family and whānau** that have a family member affected by mental distress and/or addiction challenges. In particular it is a community-based service, providing emotional support, information, advocacy and peer support groups for families.

Our **Fieldworkers'** are experts in this area – they understand the impacts of mental distress and addiction. They also understand the system and collaborate with the District Health Board and other services so that clients are well resourced in the care of their loved one. It can be demanding with mental distress or addiction in the family, Able Minds builds resilience so that families can cope effectively with the challenges they face.

Able Minds delivers reputable signature programmes in the community. **Light Beyond the Shadows** which is a group to walk beside those who have suffered bereavement as a result of suicide. **CUMIA** (Children Understanding mental Illness and Addiction) which is designed for primary school aged children who have a family member that is affected by mental distress or addiction and **RAW** (Rangatahi and Wellbeing), being an empowering youth programme to build resilience. All programmes are a combination of peer support and one on one emotional support that are designed to impart tools, tactics and strategies to move forward and live well.

Able Minds facilitates **Activity Centres and Groups** which are formalised meetings where those with mental health and addiction issues can come for peer support but also to actively focus on their recovery by learning new skills to build self-esteem and confidence. They are proven groups led by **Facilitators** or **Peer Support Workers** to reconnect people back into the community.

Our **Timeout Contact** provides individual supervised contact for parents and children who are exposed to challenges associated with separation. Timeout Contact creates a safe environment to strengthen and maintain vital relationships so that long term, any feelings of guilt or blame is reduced.

Able Minds' **Workforce Development Manager** is the primary link between the District Health Board and community needs with a focus on achieving better health outcomes for children, parents and family as a whole. This comes from a family /whanau centered health viewpoint and is about analyzing trends in the community and feeding this back into the system so that it evolves and produces equitable outcomes.

Able Minds is a free, confidential and mobile service and people can self-refer. We have office presence in Invercargill, Gore, Dunedin, Alexandra and Oamaru.

Our Mission

“Able Minds supports tangata whaiora who are affected by mental distress or addiction and their whānau in New Zealand. Our goal is to provide individuals and families with the strength, skills, and support they need for a better life experience at home, in the community, and at work both now and into the future.”

Job Title:	Activity Centre Coordinator
Geographical Region	Southern (Otago and Southland)
Reports to:	Practice Manager.
Internal Relationships:	All Able Minds' Staff, Senior Managers, volunteers, students and Able Minds' Trust Board.
External Relationships:	Tangata Whaiora, Family and Whānau, Mental Health Services, interagency groups, Tangata Whenua, Consumer Advisor, other social and professional service agencies.
Purpose of Position:	<p>To support, empower, inform and advocate for tangata whaiora and their whānau so they can learn to self-advocate, problem-solve and plan strategies for helping themselves or their loved one with a mental distress or addiction.</p> <p>Create a safe and welcoming setting to learn social, productive and meaningful skills to enable the successful reintegration of clients into the community and to facilitate comradery between group members.</p> <p>To help restore hope and personal power and inspire tangata whaiora and their whānau to move forward into wellbeing.</p>
Salary Band:	<p>Determined by qualification, and experience.</p> <p>As at 21 July 2023 – \$51,000-\$56,000 pa</p>
Hours of Work:	The position is a full-time permanent, waged position (37.5 hours per week). Work hours are flexible, will mainly be carried out between the hours of 8.00am and 6.00pm but some evening work or weekend may be required. Periodic travel may be required.
Principal Task	Performance Standards
1. Referrals	<ul style="list-style-type: none"> • Take self-referrals, referrals from support agencies or at the request of support workers. • Tangata Whaiora (clients) referrals will be handled within a timely manner. • Outgoing referrals – all referrals to other organisations/ agencies are documented.
2. Service Delivery	<ul style="list-style-type: none"> • Provide relevant information based on the need of the client. • Build trust and rapport with the client. • Assist the client to develop individualised plans and strategies so they can have a better life experience at home, at work and in the community. • Meet regularly with clients, to assist them to meet their individualised goals. • Regularly monitor, evaluate, and assess client's progress against the individualised plan and in light of the stated goals. Modify the plan as needed.

	<ul style="list-style-type: none"> • Attends meetings when requested to assist in advocating effectively for the outcome required if time allows. • Assists and empowers clients with the right knowledge to advocate effectively for themselves. • Accurately record all interactions with clients on Recordbase CMS. • Provide further reporting and contractual reporting as directed by the Line Manager. • Undertake client satisfaction surveys and partake in quality management reviews. • Create a welcoming setting where comradery and learning is encouraged and developed. • Investigate and coordinate courses and activities to improve clients' social skills and practical skills as needed to build confidence and reintegrate with the community. • Develop and promote a formal programme, scheduled in advance so that clients are aware of activities. • Develop and promote outreach programmes, scheduled in advance so that outreach clients are aware of activities for example managing groups in Roxburgh or other areas as need determines. • Encourage empowerment of clients by linking them with other community groups. • Ensure all operations relating to the Activity Centre programme are kept within budget. • Maintain confidentiality in all dealings with clients except when legally required to prevent self-harm or harm to others.
3. Communication and Networking	<ul style="list-style-type: none"> • Regularly attend and participate in appropriate meetings, forums, and networks for ongoing promotion of the service as directed or approved by the Line Manager. • Organise and partake in the promotion and support of Mental Health Awareness Week activities in the area. • Develop constructive and cooperative working relationships by encouraging and building mutual trust and respect.
4. Cultural Relationships and Protocols	<ul style="list-style-type: none"> • Understand the cultural practices and needs of the client in relation to their ethnic group and including giving effect to the principles of the Te Tiriti o Waitangi - Treaty of Waitangi and incorporating Te Whare Tapa Wha into service delivery.
5. Training and Development	<ul style="list-style-type: none"> • Attend courses as agreed to with Line Manager and Chief Executive. • Liaise with the Workforce Development Manager to put in place an individualised professional development plan and work toward achieving this. • Reporting of all networking and training in Recordbase Account Management in accordance with Able Minds' policies and processes.
6. Health and Safety	<ul style="list-style-type: none"> • Work in a manner to ensure the safety of everyone on site. • Record/report incidents, hazards, accidents and near misses. • Keep your work space tidy and free from clutter.

7. Flexibility	<ul style="list-style-type: none"> • Assist as and when needed to ensure the effective running of Able Minds' Services according to the requirements of the contracts and Able Minds' Strategic and Business Plans. • Travel across the District will be required.
-----------------------	--

Skills, qualifications, and core competencies:	<p>A mental health qualification or related health qualification or be committed and working towards one is a necessity.</p> <p>Personal skills and knowledge of a lived experience supporting a loved one with mental distress or addiction is advantageous.</p> <p>Experience in advocacy and creating, implementing and evaluating individualised plans.</p> <p>Thinking critically, creatively and an ability to problem-solve to promote empowerment.</p> <p>Event management, organisation and a background in educational programmes is an advantage.</p> <p>A full current New Zealand driver's license is essential.</p> <p>A sound working knowledge of Microsoft products/applications is valuable.</p>
---	--

Personal Qualities:	<p>Be a team player with the ability to work autonomously.</p> <p>An excellent communicator both written and oral.</p> <p>Excellent time management.</p> <p>Professional.</p> <p>Have a good sense of humour.</p>
----------------------------	---

Able Minds is an equal opportunity employer, committed to excellence in occupational health and safety and is committed to providing and maintaining a safe and healthy working environment for employees, students and contractors, visitors and anyone using its premises as places of work.

I have received and fully understand the job description for Activity Centre Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein under any and all conditions as described.

Employee Name _____

Employee Signature _____

Date _____