



**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:** **Workforce Development Manager**

**Geographical Region** Southern Region (Otago and Southland)

**Reports to:** Chief Executive

**Direct Reports:** Temporary Student Placements (Dunedin)

**Internal Relationships:** Chief Executive. As part of the senior management team (SMT) – other senior managers. All Able Minds staff, Board Trustees, clients and SPHC referrals.

**External Relationships:** Te Whatu Ora (Health NZ) Mental Health, Addictions and Intellectual Disability Services, Supporting Parents Healthy Children (SPHC) Steering Groups, WellSouth, Maori, Pacific Island and Multi National services, Primary and Community Organisations or networks that align with the principles and objectives of Able Minds and the Supporting Parents Healthy Children Guidelines.

**Purpose of Position:** The Workforce Development Manager is responsible for supporting mental health and addiction services to provide family- and whānau- focused best practice. The Workforce Development Manager will assist with implementing systems, policy and practice along with coordinating, facilitating and overseeing ongoing education and professional development, internally and externally. The Workforce Development Manager will also manage direct reports from time to time.

**Salary Band:** \$65,000.00 pa to \$80,000.00 pa

**Hours of Work:** The position is a full time permanent, salaried position (40 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 will be required.

<b>Principal Task</b>	<b>Performance Standards</b>
<b>1. Leadership</b>	<ul style="list-style-type: none"><li>• Lead the implementation of the SPHC – A guideline for mental health and addiction services across all of the stakeholder groups.</li><li>• Champion initiatives of the SPHC Steering Groups.</li><li>• Manage, coordinate and facilitate Whānau Education/Peer Support group in Dunedin.</li><li>• Constructive participation with SMT on strategy.</li></ul>
<b>2. Management of direct reports</b>	<ul style="list-style-type: none"><li>• Manage direct reports workloads</li><li>• Ensure staff receive and practice internal supervision</li><li>• Complete regular and comprehensive reporting on staff activities</li></ul>

	<ul style="list-style-type: none"> <li>Practice and performance issues are identified and appropriate action is taken to support staff to remedy issues.</li> <li>Act in good faith and comply with all relevant HR legislation and requirements</li> </ul>
<b>3. Communication and networking</b>	<ul style="list-style-type: none"> <li>Manage coordination and communication across all our district stakeholders.</li> <li>Develop constructive and cooperative working relationships by encouraging and building mutual trust and respect.</li> <li>Lead and encourage stakeholders to work together to plan, inform and share information to accomplish tasks.</li> <li>Ensure stakeholders are informed about SPHC organisational and service delivery developments.</li> <li>Attend interagency networking groups as directed by CE.</li> </ul>
<b>4. Policy Development</b>	<ul style="list-style-type: none"> <li>Policies and processes are reviewed, developed and/or modified to meet the objectives of SPHC – a guideline for mental health and addiction services.</li> <li>Documents are developed, reviewed and modified to ensure that the right systems are in place to meet, and maintain standards that are aligned with best practice and integrated service delivery for vulnerable children and their families and whānau.</li> </ul>
<b>5. Training</b>	<ul style="list-style-type: none"> <li>Liaise annually with key stakeholders to identify training/professional development needs to build best practice models that will recognise and respond to the needs of children and their family and whānau.</li> <li>Coordinate, facilitate and oversee ongoing education and professional development with key stakeholders.</li> <li>As and when required produce district documents on: <ul style="list-style-type: none"> <li>Workforce Professional Development Survey</li> <li>Workforce Development Plan</li> <li>Annual Plan</li> <li>Strategic Plan</li> </ul> </li> <li>Report quarterly to Te Whatu Ora in line with contractual requirements.</li> <li>Liaise with internal staff to identify, facilitate and oversee ongoing training/professional development needs to build best practice models in the organisation.</li> <li>Record training programmes in line with organisational systems and policies.</li> </ul>
<b>6. Health and Safety</b>	<ul style="list-style-type: none"> <li>Work in a manner to ensure the safety of everyone on site.</li> <li>Record/report incidents, hazards, accidents and near misses.</li> <li>Keep your work space tidy and free from clutter.</li> </ul>
<b>7. Training and Development</b>	<ul style="list-style-type: none"> <li>Attend training as agreed to with Chief Executive to enhance professional development within JD scope.</li> <li>Prepare a short summary of training and networking attended and record it in the Recordbase CMS system in an accurate and timely manner.</li> </ul>

<b>8. Internal Reporting</b>	<ul style="list-style-type: none"> <li>Complete and submit regular accurate statistics and reports to management as outlined by the Chief Executive.</li> </ul>
<b>9. Flexibility</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>

**Skills, qualifications, and core competencies:**

The Workforce Development Manager must be a person who has a Health Professional qualification (ie. clinical background with an annual practicing certificate) and can think clearly and logically to display operational agility and commitment to "Best Practice" outcomes.

The Workforce Development Manager should have experience in education. Sourcing appropriate courses, prerequisites and delivering on individual personal development plans.

The role requires a person with the skills in process modelling to improve performance, analyse information, plan, identify and implement.

The Workforce Development Manager must display attention to detail, time management skills and be able to prioritise. The ability to communicate effectively and timely with a focus on encouraging and supporting teamwork is also a necessary skill for the role.

Knowledge of the Treaty of Waitangi and being able to recognise and address cultural differences is essential.

The Workforce Development Manager must have a current driver's licence.

**Personal Qualities:**

Be a team player.

An excellent communicator both written and oral.

Excellent time management.

Professional.

Have a good sense of humour.

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.