



## **Position Description**

### **Area Coordinator – ON FIRE**

**Reporting to:**

Project Coordinator ON FIRE  
(and through the Project Coordinator ON FIRE to the  
Manager, Carer Assist)

**Supported by:**

Project Coordinator ON FIRE and Manager, Carer Assist

**Tenure:**

Subject to Funding

**Hours:**

7 hours per week, including some out of hours work

**Location:**

Hunters Hill/Gladesville

**Salary:**

SACS NAPSA Grade 4, plus 7.5% Year based on experience - enhanced by salary packaging.

**Position Objectives:**

Increase positive emotions, enhance social belonging and engagement, strengthen social-emotional life skills and develop knowledge and understanding about mental illness, mental health and wellbeing for the ON FIRE participants.

**KEY ROLES AND RESPONSIBILITIES****Program Delivery**

- Recruit participants to ON FIRE
- Provide education and training to participants as necessary.
- Organise and run fun days and camps, with assistance from ON FIRE Project team.
- Organise and administer tele-chats and tele-coaching.
- Ensure programs are run in accordance with ON FIRE philosophy and guidelines.
- Recruit, support and train volunteers to help with ON FIRE activities, with assistance from ON FIRE! Project team.

**Administration**

- Maintain data collection and statistical records for each participant.
- Together with ON FIRE Project team, provide input into policies, the ON FIRE program and administration processes.
- Provide regular reports to the Project Manager of ON FIRE and through this position to the Manager Carer Assist and Management Committee of the Schizophrenia Fellowship and the nib Foundation.

- Maintain petty cash and manage limited budgets.

### **Networks**

- Liaise with Carer Assist and Schizophrenia Fellowship staff as appropriate.
- Link with local carer and consumer networks.
- Liaise with Local Health District staff, other non-government agency staff and professional networks as appropriate and give presentations about ON FIRE.
- Link with local projects run by the Schizophrenia Fellowship and other mental health NGOs, including ATSI and CALD projects as appropriate.

### **Other**

- Adhere to and comply with the continuous quality improvement policies and principles of SFNSW.
- Other duties as directed by the ON FIRE Project Coordinator, Manager Carer Assist or SFNSW senior staff.

### **BACKGROUND INFORMATION**

The Schizophrenia Fellowship of NSW's ON FIRE program has been running for nearly 10 years. The goal of ON FIRE is to improve and support the experiences and outcomes of young people, aged eight to eighteen, whose parents or siblings have a mental illness. Recently the nib Foundation awarded SFNSW \$500,000 to roll this program out to three new areas in NSW, as well as the existing Sydney South East area. This has given the Fellowship the ability to reach many more young carers and give them opportunities to attend social events, development camps and make new friends who may be living in similar situations. ON FIRE also provides peer support as well as the very important opportunities to relax, have fun and be a kid.

The Fellowship was established in 1985 by a coalition of consumers, carers and mental health professionals to assist people living with schizophrenia and their families and friends. Over the years its role has expanded to the provision of many services for people with mental illness, including government advocacy on issues of importance and education of the wider community. The Fellowship has developed and supports many support groups across NSW, and established the first clubhouse recovery/rehabilitation program in NSW in 1994.

### **Essential Criteria:**

- Relevant tertiary qualifications in social work, psychology or similar field, or equivalent experience.
- Experience working with people who have a mental illness and their families.
- Background in working with young people and youth sector organisations in a supportive and collaborative manner, and working within a youth participation framework.
- Good working knowledge of mental health services in the local area.
- Strong networking and community development skills.
- Sound information and communications technology skills.
- Excellent time management and prioritisation skills, including a capacity to work to deadlines and a demonstrated ability to work autonomously.
- Superior communication skills, including written and verbal presentation skills, diplomatic and effective listening skills.
- Current NSW driver's licence and own car.

### **Desirable Criteria:**

- Ability to work from a strengths-based approach with young people.
- Ability to connect with, encourage, challenge, direct and redirect youth.
- Experience in the provision of training.

- Knowledge of and experience in working with people from an ATSI and CALD background.