**Mental Health First Aid Officer**

POSSIBLE POSITION DESCRIPTION

**POSITION DETAILS:**

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| Position Title: | Mental Health First Aid Officer |
| Employment Status: |  |
| Reports to: |  |

**POSITION SUMMARY:**

Mental Health First Aid (MHFA) is the help provided to a person who is developing a mental health problem; experiencing worsening of mental health problem or signs; and / or in a mental health crisis. MHFA is applied as a means of raising awareness, reducing isolation, and/or connecting the person to appropriate professional assistance or until the crisis is adequately resolved.

Mental Health First Aid Officers are voluntary positions. They are the first responders in the workplace and are accredited to provide mental health first aid within their worksite as needed.

**ROLE ACCOUNTABILITIES:**

1. MHFA Officers are confident in being able to:
   1. Identify potential Mental Health issues within the workplace,
   2. Safely intervene in a manner which preserves dignity, raises awareness & reduces stigma.
2. MHFA Officers must be willing to adhere to the heavily researched and evidence-based principles and practices endorsed and championed by the MHFA Association.
3. MHFA Officers are required to act at their level of competence and training and provide the knowledge to escalate any matters if required in a prompt and appropriate fashion as guided by their training.
4. Attend quarterly MHFA network meetings and monitor communications for MHFA Officers to remain informed and current with practices.
5. Respond appropriately and timely when a mental health issue is identified within the workplace or within 2 business days if the MHFA Officer was contacted / approached by a staff member. This may mean directing the staff member to another MHFA Officer if unable/unavailable.
6. Ensure confidentiality when acting in the role of MHFA Officer.
7. Notify [authority in organisation in charge of MHFA Officers] of any concerns regarding their ability to continue to act as a MHFA Officer.
8. Maintain confidential records of activity and contact with staff in the role of a MHFA Officer.

**ESSENTIAL COMPETENCIES FOR THE ROLE:**

**Adhering to principles and values**

* Upholds organisational ethics and values
* Demonstrates integrity
* Promotes and defends equal opportunities, builds diverse teams
* Encourages organisational and individual responsibility towards the community and the environment.

**Working with people**

* Demonstrates an interest in and understanding of others
* Adapts to the team and builds team spirit
* Recognises and rewards the contribution of others
* Listens, consults others and communicates proactively
* Supports and cares for others
* Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

**Applying Expertise and Technology**

* Develops job knowledge and expertise through continual professional development
* Shares expertise and knowledge with others
* Uses technology to achieve work objectives
* Demonstrates an understanding of different organisational departments and functions.

**Following instructions and procedures**

* Appropriately follows instructions from others while still providing constructive feedback
* Follows procedures and policies
* Demonstrates commitment to the organisation
* Complies with legal obligations and safety requirements of the role.

**Adapting and responding to change**

* Adapts to changing circumstances
* Accepts new ideas and change initiatives
* Adapts interpersonal style to suit different people or situations
* Shows respect and sensitivity towards cultural and religious differences
* Deals with ambiguity, making positive use of the opportunities it presents.

**QUALIFICATIONS, KNOWLEDGE AND REQUIREMENTS:**

1. Certificate of accreditation in Mental Health First Aid.
2. Good communication skills (written and verbal) and interpersonal skills with the ability to develop and maintain relationships and engage with stakeholders.
3. Relevant probity checks required by legislation and organisation policy.

KEY CAPABILITIES

All [YOUR ORGANISATION] employees are required to demonstrate an understanding and commitment to organisational Vision, Mission and Values. The incumbent of this position will be expected to:

1. Role model interpersonal, professional and leadership behaviours consistent with the [YOUR ORGANISATION] core values of [ORGANISATIONS CORE VALUES].
2. Actively participate in [YOUR ORGANISATION] performance development processes to meet organisational requirements and own career aspirations.

**ACCEPTANCE STATEMENT:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to be a part of [YOUR ORGANISATION] Mental Health First Aid Officer network to raise awareness, reduce isolation and/or connect colleagues to appropriate professional assistance as appropriate. I understand that is role is accepted on a volunteer basis and that confidentiality must be strictly adhered to. I agree to have my work profile and contact details as a MHFA Officer promoted through the organisation.

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| --- | --- |
| Staff Name: |  |
| Signature: |  |
| Date: |  |