

Job Description

QF-37-HR v1



Job Title:	Community Engagement Officer	Reports To:	headspace Manager
Department/Group:	headspace	Job Code/ Req #:	NA
Location:	Cannington	Hours of Work:	TBA
Level/Salary Range:	Negotiable	Position Type:	Part Time
HR Contact:	Issa Mahmoud	Date posted:	18/3/2021
Will Train Applicant(s):		Posting Expires:	11/4/2021

Applications Accepted By:

FAX OR E-MAIL:

(08) 9458 8733

careers@archehealth.com.au

Attention: Issa Mahmoud

MAIL:

Issa Mahmoud

Arche Health Limited

4/1140 Albany Highway

Bentley, WA 6102

(PO Box 268 Bentley, WA 6982)

Job Description

INTRODUCTION

Organisational Context

Arche Health is a not for profit primary health care organisation, responsible for supporting better coordination between primary health care services, identifying gaps in service delivery and for supporting improvements in the way primary care is delivered. For more information about the organization, please visit our website www.archehealth.com.au.

Arche Health is the lead agency for **headspace** Cannington.

Organisational Goals

- ✓ Improve the young person's journey through the development of integrated and coordinated services;
- ✓ Provide support to clinicians and service providers in our region to improve client care;
- ✓ Identify the local health needs within our region and develop locally focused and responsive services;
- ✓ Facilitate the implementation and successful performance of primary healthcare initiatives and programs;
- ✓ Be efficient and accountable
- ✓ Arche Health has been funded by the WA Primary Health Alliance to establish and operate the **headspace** Centre in Cannington. **headspace** is delivered under a partnership model with all members committed to improving outcomes for young people aged 12-25 years (and their families) affected by mental health and/or alcohol and other drug (AOD) issues. The shared principles of a client-centred, community orientated approach will deliver sensitive, accessible and quality services for the target group.

headspace Cannington Centre Vision:

For every young person accessing **headspace** Cannington, to receive effective mental health support and intervention so that they have a sense of meaning, belonging, hope and a positive future direction

headspace Cannington Centre Mission:

To establish a youth led **headspace** centre, with a reputation for leading youth mental advocacy and innovation

headspace Cannington Centre Goals:

To be a central contact point in the region for issues relating to youth mental health

- To listen to and advocate for sustainable solutions to the issues faced by young people.
- To support the development of a regional community in which mental well-being is the norm.

Job Description

QF-37-HR v1



Position Summary

The Community Engagement Officer is part of the **headspace** Cannington team. Their purpose is to promote the services of the centre, and help young people to get early access to health and other services. This includes young people who have or may be at risk of developing a mental health and/or substance use disorder or have economic and social recovery needs.

They will do this by ensuring that accessible information is provided to young people, their families and the local community to increase the capacity of young people and their community to connect with appropriate health and wellbeing supports at the time they are needed. They will also help to increase community awareness of mental health issues among young people, facilitate youth and where relevant family participation, organise and deliver health promotion activities and community events to engage identified target populations.

The Community Engagement Officer will work as part of a multidisciplinary team and will be an experienced professional with considerable knowledge and experience in community engagement and youth advocacy. They will work collaboratively with all staff located at the **headspace** Cannington to help ensure the centre delivers youth-focussed services to young people.

To find out more about **headspace** visit www.headspace.org.au

This is a part-time position and an attractive salary will be offered to the successful applicant dependent on skills/experience and includes access to salary packaging at full ATO Health Promotion Charity exemption and superannuation at 9.5%.

Primary Duties

Community engagement

- Assist with the development, implementation and evaluation of a Community Awareness Strategy for the local centre in conjunction with the centre management team.
- Design and coordinate events for target groups to increase the profile of **headspace** and deliver key messages (e.g. mental health literacy, reduced stigma, anti-discrimination, early help seeking).
- Work closely with centre staff to ensure that the impact of any campaign/event is addressed at the planning stages so that clinical staff are available to manage increased referrals.
- Assist in maintaining websites and utilising social media to develop opportunities for youth engagement and service promotion.
- Produce documents and promotional material of a professional standard that comply with branding policy, suitable for external communication to a variety of target audiences.
- Build relationships with external service providers and report on opportunities for mutually beneficial partnerships that progress **headspace** and the centre toward its objectives.
- Represent **headspace** to various agencies and professional networks, the local community and young people.

Health promotion

- Assist in the planning, development and delivery of community based help seeking and mental health literacy education sessions, particularly in schools.
- Work with **headspace** clinicians to ensure that health promotion messages and activities relating to youth mental health are consistent and evidence-based.
- In partnership with the centre manager and other relevant staff develop an annual community engagement and health promotion calendar and communicate this to the team.
- Assist in the organisation and delivery of relevant community events and activities such as **headspace** training activities, community events, promotional days/weeks (e.g. Youth Week, Mental Health Week).

Youth and family participation

- Recruit, train, supervise and support young people to be involved in the **headspace** Cannington Youth Reference Group and/or develop other mechanisms to engage young people, their families and friends with the work of **headspace**.
- Work closely with the **headspace** Cannington team to ensure that the views of young people, their families and friends are integrated into service planning and service delivery.

General

- Keep up to date with relevant youth sector trends, gaps and information.
- Participate in relevant training and development activities as an effective team member.

Job Description

QF-37-HR v1



- Other duties consistent with the position where required and/or requested by management from time to time.

SELECTION CRITERIA

Qualifications and Registrations

Essential

- Tertiary qualifications in Health Promotion, Public Health, Community Development, Social/Behavioural Science, Social Work/Planning or a related discipline.

Experience

Essential

- Demonstrated experience working with young people with mental health, alcohol and other drug, and other social issues.
- Demonstrated experience coordinating and facilitating youth programs, events and activities within a community setting.
- Strong experience and expertise with social media as a communication tool.
- Demonstrated ability to develop, implement and evaluate community awareness programs.

Desirable

- Experience in the not for profit/non-government sector.
- Experience in the mental health sector.

Knowledge and Skills

Desirable

- Exceptional ability to engage and communicate to groups of people, tailoring communication to suit a specific target group or age range.
- Demonstrated understanding of the challenges and experiences of young people from diverse backgrounds including young people who are culturally and linguistically diverse, Aboriginal and Torres Strait Islanders, and LGBTIQ+ (lesbian, gay, bisexual, transgender, intersex or questioning).
- Broad knowledge of the range of services available to young people in the local government, health, education, employment and youth sectors.
- Ability to organise and implement community engagement activities within an allocated budget.
- Highly developed verbal and written communication skills.
- Advanced computer skills including word processing, spreadsheets and database applications.
- Excellent organisational and time management skills with the ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines.

Personal Attributes

- High levels of professionalism, confidentiality and discretion.
- Approaches tasks with a positive attitude.
- Self-motivated and demonstrates initiative.
- Ability to think creatively and develop innovative solutions to problems.

WORKPLACE POLICIES & PRACTICES

All **headspace** Cannington employees and contractors are required to familiarise themselves with Arche Health's policies and procedures and to abide by them at all times. It is expected that at all times employees and contractors will:

- Be respectful towards the organisation, colleagues, clients and the general public.
- Support the **headspace** vision and objectives and demonstrate the values of **headspace**.
- Take reasonable care for their own health and safety, and that of others in the workplace.

Other requirements:

- Maintain a current check for working with young people, as per the relevant state legislation.
- Undergo a current and satisfactory Police Check.
- Maintain a current driver's license, and have access to their own vehicle.
- Maintain eligibility to work in Australia.
- Participate in a 6 month probationary period.

Job Description

QF-37-HR v1



- Participate in annual individual performance reviews and professional development planning.
- Have some flexibility to travel, and to work after hours (including weekends and evenings).

APPLICANT MUST BE IN AUSTRALIA

Closing Dates

Sunday 11th April 2021 by 5:00pm (WST)

Please forward applications with a copy of your CV, response against selection criteria and the names of two recent referees to careers@archehealth.com.au.

Issa Mahmoud

Accountant / HR Manager

Phone: (08) 9458 0505

Last Updated By:	Issa Mahmoud	Date:	March 18, 2021
Reviewed By:	Sujeewe Gamagedera	Date/Time:	March 18, 2021