

Position Description

Community Engagement Officer

Part time 4 days –Flexibility can be negotiated

Fixed term until June 2018 (with possibility of extension)

Purpose of position:

To coordinate community awareness raising activities in the regions that:

- promote early help seeking to improve early access to health and other services for young people who have or may be at risk of developing a mental health and / substance use disorder or have economic and social recovery needs
- ensure 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 well-being supports at a time they are needed.
- increase community awareness of mental illness among young people, facilitate consumer participation, organise and deliver health promotion activities and special events to engage identified target populations.

Reporting to:

- Service Manager, **headspace** Nowra

Decision Making:

The Community Engagement Officer

- Consults with the Managers of the **headspace** Leadership Team making recommendations to achieve the goals of Grand Pacific Health (GPH) and its **headspace** services.
- Identifies areas for improvement in relation to their role, the team and at an organisational level and collates information to develop appropriate responses, including the implementation of solutions through delegation.
- Makes recommendations to the Managers of the headspace Leadership Team regarding decisions outside delegated authority.

Key Responsibilities

Community Awareness:

- Assist with the development, implementation and evaluation of a Community Awareness Strategy in conjunction with the **headspace** Leadership Team.
- Design and coordinate events for key target groups to increase the profile of **headspace** Nowra and deliver key messages (i.e. mental health literacy, reduced stigma, early help seeking, and anti-discrimination).
- Maintain websites and utilise social media to develop opportunities for youth engagement and service promotion.
- Produce documents and promotional material of a professional standard suitable for external communication to a variety of target audience, deliver key messages and comply with branding guidelines.

Health Promotion:

- Liaise closely with local secondary schools to develop and coordinate delivery of health promotion sessions tailored to meet needs of school groups.
- Assist in the planning, development and delivery of community based help seeking and Mental Health Literacy education sessions.

- Develop and undertake activities that encourage engagement of young people who may be experiencing particular disadvantage, discrimination or vulnerability, e.g. culturally and linguistically diverse young people, indigenous young people, GLBTI (gay, lesbian, bisexual, transexual or intersex) young people or young people with a disability.
- Work with **headspace** clinicians to ensure that health promotion messages and activities relating to youth mental well-being are consistent with evidence-based practice.
- In partnership with the **headspace** Service Manager, develop an annual community engagement calendar and communicate this to the team.
- Lead the organisation of **headspace** special events such as **headspace** training activities, community events, promotional days / weeks (i.e. Youth week, Mental Health Month)

Youth and Carer Participation:

- In partnership with the **headspace** Service Manager develop and implement a participation strategy to actively involve young people and their parents/carers in GPH headspace programs.
- Coordinate and facilitate the Youth Reference Group providing guidance, support and training to the young people.
- Identify and develop opportunities for other participatory mechanisms that encourage engagement and involvement from young people, their friends, family and carers.

Networking:

- Build relationships with external service providers and report on opportunities for mutually beneficial partnerships that progress **headspace** toward its objectives.
- Represent **headspace** to various agencies and professional networks, the local community and young people.

General:

- Participate in organisation-wide team meetings, collaborative planning activities and quality assurance activities.
- Work Health and Safety responsibilities as identified in GPH policies and procedures
- Equity and diversity responsibilities as identified in GPH policies and procedures

Selection Criteria:

The essential experience, knowledge, skills, competencies and qualifications a person requires in order to successfully fulfil the responsibilities of the position are:

1. A tertiary Qualification in a relevant discipline, and/or extensive experience in community development, health promotion, public health, social sciences or education.
2. A demonstrable passion for and commitment to making a difference in the lives of young people.
3. Demonstrated understanding of the health and wellbeing needs of young people with mental health and/or substance use problems.
4. Demonstrated ability to engage and communicate to groups of people, tailoring communication to suit a specific target group or age range.
5. Demonstrated ability to coordinate, implement and report on programs with some level of autonomy.
6. Demonstrated ability to use creativity and innovation in a community / project setting.
7. Sound knowledge of health promotion and social marketing theories.
8. Demonstrated highly developed oral and written communication skills.
9. Demonstrated ability to manage and prioritise a range of tasks and projects simultaneously.
10. Well developed computer skills.

Special Job Requirements

In order to fulfil the responsibilities of the position you must hold a current drivers licence and have access to a comprehensively insured motor vehicle. On the occasions when you use a privately owned motor vehicle for work-related purposes, GPH will pay a motor vehicle allowance on a per kilometre basis, according to the organisational policies and procedures.

Competencies

The competencies that the Community Engagement Officer will be required to demonstrate are:

- **Teamwork:** the ability and desire to work collaboratively with others in a team, particularly where dissimilar activities/disciplines need to be integrated to achieve goals.
- **Written and verbal communication skills:** the ability to ensure that information is passed on to others who should be kept informed and to express yourself clearly and appropriately in verbal and written interactions
- **Innovation and Flexibility:** the ability to develop, or support the introduction of new and improved ideas, projects, solutions, methods, products, procedures or technologies and gain others' support. Openness to different and new ways of doing things with a willingness to modify your preferred way of doing things.
- **Stress Management:** the ability to keep functioning effectively when under pressure and maintain self control in the face of hostility or provocation.

Child Protection

This position is designated as child-related employment. Child-related employment means any employment, where at least one of the responsibilities of the position involves direct contact with children where that contact is not directly supervised. The Child Protection (Working With Children) Act 2012 and the Child Protection (Working With Children) Regulation 2013 makes it an offence for a person convicted of a serious sex offence (a Prohibited Person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in child-related employment. To apply for, undertake and remain in this position you are required to hold a current working with children check. For more information go to <http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check>

Additional Information

Conditions of employment: National Employment Standards and relevant Modern Award
Employment Contract
GPH policies and procedures

As the incumbent of this position, I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _____

Employee Signature _____ Date: _____

Manager's Name: _____

Manager's Signature _____ Date: _____