

Position Description

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| Title | Youth Engagement & Community Development Coordinator |
| Business Unit | Mental Health |
| Location | 77 Hamilton Street, Horsham |
| Employment type | Full-Time Maximum Term position until 30 June 2022 |
| Reports to | Centre Manager |

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills, and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

About Headspace Horsham

Headspace provides counselling and support to young people from 12 - 25 years. The service covers issues such as relationships, drug and alcohol, mental health, bullying, anxiety, depression, bad thoughts, and uncertainty about future plans. The centre is a safe zone for your people to drop in, check it out or talk to a youth counsellor.

Headspace is committed to embracing diversity and eliminating all forms of discrimination in the provision of health services.

Headspace welcomes all people irrespective of ethnicity, lifestyle choice, faith, sexual orientation, and gender identity.

Headspace Horsham is operated by Uniting. All Headspace centres are funded by the Australian Government Department of Health. Administration of funding is carried out by the

Headspace centre's local Primary Health Network, in this case, Western Victoria Primary Health Network.

Position Description

Youth Engagement & Community Development Coordinator

1. Position purpose

The Headspace Horsham Youth Engagement & Community Development Coordinator is an integral part of the youth mental health services in the Wimmera region and will help to engage young people across a broad age spectrum (12 to 25) providing where appropriate age specific engagement activities.

The Youth Engagement & Community Development Coordinator will provide expertise and leadership in community participation, including community/consumer engagement, planning and evaluation across the organisation in relation to Headspace Horsham. The incumbent will lead the development, implementation and evaluation of the community engagement and awareness activities, and specifically the youth component of the Headspace Horsham initiatives.

2. Scope

Budget:

Nil

People:

Nil

3. Relationships

Internal

- Clinical staff
- Uniting staff
- Youth reference group
- outreach

External

- Schools/ wellbeing Officer
 - Other community centre and agencies
 - Consortium
 - Headspace National and other Headspace centre
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Position Description

Youth Engagement & Community Development Coordinator

4. Key responsibility areas

Service delivery

- Improve community and specifically young people (12-25 years) in the identification and awareness of issues related to youth mental health, nutrition and drug and alcohol by supporting appropriate activities in the community representing the youth services of the Headspace initiative.
- Take a lead role working with Youth Agencies and Headspace Horsham Consortium members so that efficient, effective and collaborative mechanisms are in place to promote Headspace Horsham.
- To improve community identification and awareness of youth (12-25 years of age) health issues, by supporting designated and aged appropriate activities and promoting the services of the Headspace initiative.
- Facilitate new and innovative processes with local communities and groups to build upon community strengths and assets, identify priority community issues and develop whole of community responses to the priority issues identified within the Headspace Horsham strategic direction.
- Support and coordinate partnership approaches and alliances which address community identified concerns regarding the target age group.
- Develop partnerships with local government community development departments to ensure ongoing awareness of issues and services for young people aged 12-25.
- Use technology to continually source literature and supportive evidence in evidence based practice for community engagement.
- Facilitate youth participation in the development of, and ongoing operation of Headspace Horsham. This includes working on and enhancing the Youth Reference Group.
- Participate in health promotion program development, implementation and evaluation Represent and reflect the aspirations of local youth health services while working in the community environment.
- Maintain data collection for reporting purposes.
- Develop structured work plans and evaluation plans for any health promotion activity undertaken and other reports as required.
- Evaluate the quality of programs of the CD work within Headspace Horsham and recommend improvements and ideas of how community engagement can be maintained.
- Be responsible for the management and maintenance of the Headspace Horsham Facebook page.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Position Description

Youth Engagement & Community Development Coordinator

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

5. Person specification

Qualifications

- Tertiary qualifications in the social sciences, community development or a related field, which focus on community development, or substantial relevant experience in a similar field.

Experience

- Demonstrated event management, marketing & media experience.
- A broad understanding of and commitment to the programs of Uniting
- An understanding in Youth mental Health

Core selection criteria

- Ability to demonstrate and authentically promote Uniting's values.
- Demonstrated experience in Community Development, Project Work and Engagement practices at a local level.
- Demonstrated ability to be innovative in implementing new ideas and activities in working with young people.
- Passion, energy and determination to make a difference with young people.
- Ability to work independently and as part of a team to achieve program and organisational goals.
- Demonstrated experience/understanding of engagement issues related to youth
- Passion, energy and determination to make a difference with young people.
- Excellent interpersonal and communication skills.
- Highly developed conceptual skills and well developed written and report-writing skills.
- Strong time management skills and submission of reports/key documents.
- Advanced computer skills - Microsoft Office suite, social media and use of the internet.
- Demonstrated ability to achieve outcomes in partnership and alliance with the community, Government and non- government agencies.
- An ability to proactively seek alternate funding options by use of grants available to enhance community participation activities.

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- Current eligible motor vehicle license to drive in Australia

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

| | Employee | Manager |
|------------|----------|---------|
| Name: | | |
| Signature: | | |
| Date: | | |