

POSITION DESCRIPTION

Job Title:	Community Awareness and Health Promotion Officer
Reporting to:	headspace Mildura Centre Manager
Hours:	0.5 FTE; Fixed Term to 30th June 2022
Location:	headspace Mildura

About headspace Mildura

headspace Mildura is a youth friendly facility with the mission of enhancing the emotional and social wellbeing of young people aged 12 to 25 years by providing an accessible, flexible, responsive service at the earliest possible point when problems emerge. Services are provided across four core streams: primary health care, mental health, alcohol and other drug (AOD), and social/vocational services.

headspace Mildura provides comprehensive psychosocial assessment, evidence-based interventions, and positive help-seeking experience with opportunities for young people to be linked in with the services that match their needs and activities that support their development.

Purpose of the position

The headspace Mildura Community Awareness and Health Promotion Officer will be responsible for promoting youth social and emotional wellbeing in the local area. 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 through a variety of mediums 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, and organise and deliver health promotion activities and community events to engage identified target populations.

The Community Awareness & Health Promotion Officer will work closely with consortium members, collaborative partners, and key agencies, to ensure health and wellbeing information is coordinated and reaches young people in the target age group.

The Community Awareness & Health Promotion Officer will work as part of a multidisciplinary team and will be an experienced professional with considerable knowledge and experience in community engagement. They will work collaboratively with all staff located at the headspace centre to help ensure the centre delivers youth-focussed services to young people. They may also be required to provide back-fill to clinical roles when required.

Key Responsibilities

The primary objective of the Community Awareness & Health Promotion Officer role is to support and assist the development, planning, implementation and evaluation of community awareness and mental health promotion initiatives. This will be achieved by:

Community engagement and Health promotion

- Lead the development, implementation and evaluation of a Community Awareness Strategy and annual plan for the local centre in conjunction with the Centre Manager and Groups & Activities Coordinator.
- Assist in the design, organisation and delivery of relevant community education, events and activities such as headspace training and education activities, community events, promotional days/weeks (e.g. Youth Week, Mental Health Week) to increase the profile of headspace Mildura and deliver key messages (e.g. healthy strategies, 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 Mildura toward its objectives.
- Represent headspace Mildura to various agencies and professional networks, the local community and young people.
- Work with headspace clinicians to ensure that health promotion messages and activities relating to youth mental health are consistent and evidence-based.
- Prepare and present high quality reports, submissions, discussion papers and correspondence as required.
- Contribute to the implementation of relevant and innovative quality systems and to research development to ensure service integrity and quality.
- Contribute to continuous quality improvement activities within the Mildura Base Public Hospital and headspace quality assurance frameworks.
- Maximise data collection and compliance with the dataset requirements from headspace National Office and any other funding body.
- Other responsibilities as assigned by the headspace Mildura Centre Manager.

Clinical (where appropriate)

- Provide back-fill to clinical roles when required such as Engagement & Assessment which may include the functions of triage, assessment (including risk assessment and safety planning), and linking in to the appropriate support/service according to the headspace Mildura Clinical Pathway and Model of Care.

Key Selection Criteria

Qualifications and Registrations

- At minimum, tertiary qualifications in Health Promotion, Public Health, Community Development, Social/Behavioural Science, or a related discipline. Advantageous for tertiary qualifications (and registration requirements relevant to their discipline) in psychology, social work, occupational therapy, or mental health nursing.
- A current driver's licence Working with Children Check and Police Check (completed within the last 12 months).

Knowledge, Skills and Experience

- 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 and working within an allocated budget.
- Strong experience and expertise with social media as a communication tool.
- Demonstrated ability to develop, implement and evaluate community awareness initiatives.
- 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 LGBTQIA+.
- Sound knowledge of current health issues impacting young people and relevant government policy direction as well as a broad knowledge of the range of services available to young people.
- 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.

Desirable

- Experience in Mental Health Services.
- Sound understanding of a social model of health, the social determinants of health, health promotion settings approach and capacity building.
- Knowledge and understanding of relevant legislation, policies and strategic directions of mental health services for young people experiencing (or at risk of) a serious mental illness.
- An understanding of the issues relating to mental health and primary health care for young people living in rural and remote communities, including the role of general practice and allied health providers.
- Knowledge of Mildura's youth / health sectors.

Workplace Practices

All headspace Mildura employees are required to familiarise themselves with the organisation's policies and procedures and abide by them at all times. It is further expected that employees will:

- Be respectful towards the organisation, colleagues, clients, and the general public.
 - Be cognisant with and uphold the objectives and philosophy of headspace.
 - Act collaboratively with all colleagues.
 - Act in a safe and responsible manner.
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How to apply

Applications should address the key selection criteria outlined in the position description and include a letter of application and curriculum vitae with three professional referees. Please forward to Human Resources, Mildura Base Public Hospital, by email to: humanresources@mbph.org.au

For further information please contact Teresa Cavallo, headspace Mildura Centre Manager on (03) 5021 21400 or email teresa.cavallo@headspacemildura.com.au