

## Information Package

### Community Engagement Officer, headspace Orange

Thank you for considering Marathon Health as your next employer. We deliver accessible, quality health and wellbeing services and programs to rural, regional and remote communities. We are an independent not-for-profit organisation that prides ourselves on our workplace culture. We recently won the 2017 Regional Business of the Year and Employer of Choice categories at the Western NSW Business Chamber Awards.

This Information Package is designed to tell you more about the role, identify the selection criteria we will be using to select the right candidate, and explain the application process.

If you have any questions after you have read this document, please refer them to Human Resources on 02 6333 2800 or [hr@marathonhealth.com.au](mailto:hr@marathonhealth.com.au)

### Benefits of Employment

Our staff benefit from genuine work / life balance, up to \$15,900 tax free salary packaging per annum, and other generous employee conditions and opportunities including:

- Exposure to rural and remote service delivery;
- 5 weeks annual leave per annum;
- Extra paid leave days over Christmas / New Year shutdown;
- A professional development allowance of \$1,500 per annum (after probation);
- Access up to 5 days paid study leave per annum;
- Time and resource support for clinical supervision (if required);
- Support and learning opportunities which come from working in a multi-disciplinary team.

### Position Advertisement

#### COMMUNITY ENGAGEMENT OFFICER

#### Part Time (45 hours per fortnight)

We are seeking an individual who is passionate about youth mental health to work in our innovative headspace Orange centre.

You will be responsible for developing and coordinating headspace Orange events and community awareness activities which decrease mental health stigma and increase help seeking behaviors. You will assist in the delivery of therapeutic and social groups, as well as develop strategies to ensure a youth led focus within the organization.

An understanding of or experience in event management and coordination is preferable but not essential.

We offer a competitive salary (negotiable on experience and qualifications), access to salary packaging of up to \$15,900 tax free p.a, and other generous employee conditions.

**Applications close 9am Monday 25 September 2017.**

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### Guidelines for Applicants

These guidelines aim to assist you in submitting applications for advertised vacancies with Marathon Health.

#### Applying for a position

The following may assist you in preparing your application:

- Obtain and carefully read the Information Package for the position of interest.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If required, seek clarification or additional information on the organisation and/or the position.
- Decide whether you possess, and can demonstrate, your skills and experience against the selection criteria.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took, and summarise the subsequent result. Keep your responses concise and in addition to your resume.
- Be aware of the closing date. If, for any reason you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids) when attending interview, please discuss these with the contact person when the interview is being arranged.

#### What you need to include in your application

Marathon Health uses a streamlined approach to recruitment. All applications require:

1. A Cover Letter introducing yourself and outlining your interest in the position
2. Statement addressing each of the Selection Criteria (as listed on the last page of this document)
3. Resume/Curriculum Vitae (CV) that should include:
  - a. contact details including telephone number and email address
  - b. education/qualifications
  - c. an employment history summary including (for each position):
    - i. the employer
    - ii. start and finish dates
    - iii. your position/title
    - iv. your responsibilities and achievements in the position
  - d. professional registrations and/or memberships

You do not need to submit copies of your identification or qualifications. If required, these will be checked later in the recruitment process.

References do not need to be included in your application. Referees will only be contacted if required, and your permission to contact them will be sought first.

#### Submitting your application

Applications should be submitted via email (by the closing date and time) to:

[hr@marathonhealth.com.au](mailto:hr@marathonhealth.com.au)

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### Position Description

<b>Position Title</b>	<b>Community Engagement Officer</b>
<b>Location</b>	<b>headspace</b> Orange
<b>Reports to</b>	Program Manager, <b>headspace</b> Orange
<b>Hours</b>	45 hours per fortnight
<b>Conditions of Employment:</b>	<ul style="list-style-type: none"> <li>• Western NSW Medicare Local Enterprise Agreement 2013</li> <li>• Marathon Health and <b>headspace</b> Policies and Procedures</li> <li>• Police Check</li> <li>• Working with Children Check</li> <li>• Position Description</li> <li>• Letter of Offer</li> </ul>
<b>Incumbent:</b>	Vacant
<b>Contract Period:</b>	As per employment contract

#### Purpose of the Role

The Community Engagement Officer will be responsible for developing and coordinating headspace events and community awareness activities which decrease mental health stigma and increase help seeking behaviors. The Community Engagement Worker will also assist in the delivery of groups as well as developing strategies to ensure a youth led focus within the organization.

#### Key Relationships

The Community Engagement Officer is an employee of Marathon Health and reports to the **headspace** Program Manager. You will be required to maintain effective working relationships with other staff employed or visiting to provide services within **headspace**. You will liaise as necessary with the **headspace** consortium partner organisations and other service providers, community organisations and individuals who have an interest in **headspace**.

#### Position Responsibilities

##### Community Development

1. Conduct community capacity building, community awareness, and education and training activities designed to:
  - Raise awareness, understanding and improved support for youth mental health and wellbeing issues
  - Promote the **headspace** initiative to young people, health and welfare agencies, community groups and the general community and encourage their involvement and support for the initiative.
2. Planning and co-ordination of events and activities run by **headspace** (e.g. youth week, mental health month, social activities), including involvement in interagency planning committees and events.
3. Create and deliver targeted psycho-educational presentations to suit audiences of varying sizes and demographics (e.g. schools, service providers).
4. Develop and link with a range of creative, inclusive, youth-friendly programs and strategies to promote social recovery that attract and engage young people, with a specific focus on engaging Aboriginal and Torres Strait Islander People, LGBTIQ and CALD young people.
5. Seek out, develop and maintain partnerships with key stakeholders such as local schools, government and non-government organisations.

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6. Represent **headspace** at key community agency networking meetings, community events and functions which may involve travel out of town, weekend and/or evening attendance.
7. Planning and co-ordination of the Orange headspace Youth Reference Group.
8. Deliver programs to young people consistent with your skills and experience and in line with the headspace Orange service delivery model.
9. Input of activities into electronic record systems.

### General

10. Contribute to the development of **headspace** program strategies, plans and timelines in conjunction with the **headspace** Program Manager, and adhere to plans for the successful implementation of the program.
11. Assist in the development and implementation of policies and procedures and a range of supporting resources for use by members of the **headspace** team, consortium partner organisations and other service providers/organisations referring clients to **headspace** or taking referrals from **headspace**.
12. Assist with the development and implementation of the local evaluation of **headspace** (including data collection and entry into national minimum data sets), continuous quality improvement activities, and contribute to the national evaluation as required.
13. Prepare recommendations, reports and proposals, as necessary, to meet the Marathon Health requirements and document processes and findings of the program.
14. Participate in organisation-wide team meetings, collaborative planning activities and quality assurance activities to ensure ongoing improvement of the service.

### Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

### Our Values

Staff are expected to demonstrate our ICARE values:

- Integrity & Trust
- Collaboration & Innovation
- Achievement & Excellence
- Respect & Empowerment
- Empathy & Understanding

### Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia – you must be an Australian citizen or permanent resident, or a New Zealand citizen.
3. Valid Driver License. On the occasions when you use a privately owned motor vehicle for work-related purposes, Marathon Health will pay a motor vehicle allowance on a per kilometre basis, according to our Policies and Procedures.

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### **Note:**

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **Selection Criteria**

- Relevant qualifications (e.g., social work, social welfare, community development, mental health, youth work, communications, events management or related field).
- Experience and/or ability to plan, implement, evaluate and report on innovative community-based projects which connect with young people in the 12-25 year age group.
- Experience and/or ability to engage and communicate effectively with young people 12- 25 years of age, their family members and the broader community (including knowledge of issues affecting children and young people particularly health, education, employment, accommodation and legal issues).