

Information Package

Youth Care Coordinator, *headspace*

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 have a strong positive workplace culture, and were awarded *2017 NSW Business Chamber Regional Business of the Year* and *2017 NSW Business Chamber Statewide Employer of Choice*.

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 via email hr@marathonhealth.com.au or on 02 6338 1100.

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 that come from working in a multi-disciplinary team; and
- Dynamic working environment with both clinical and project work.

Position Advertisement

Youth Care Coordinator – Dubbo headspace – Full Time

The Youth Care Coordinator will assist in the delivery of integrated primary mental health services to young people. The position will be responsible for the engagement, assessment and coordination of care for young people aged 12-25 who have mental health, drug and alcohol, and economic and social recovery needs.

The successful candidate will have relevant tertiary qualifications (e.g., psychology, social work, occupational therapy, nursing, drug and alcohol work, youth work, mental health), plus experience in the clinical assessment of young people, and the ability to use electronic client records.

Applications close at 9am Monday 22 January 2018.

**Bathurst Office:**

102 Keppel St
PO Box 175
Bathurst
NSW 2795
T 02 6333 2800
F 02 6333 2899

Dubbo Office

106 Talbragar St
PO Box 1834
Dubbo
NSW 2830
T 02 6826 5200
F 02 6826 5299

Wagga Office

Suite 2, 32 Kincaid St
PO Box 138
Wagga Wagga
NSW 2650
T 02 6937 2000
F 02 6937 2099

Canberra Office

PO Box 129
Deakin West
ACT 2600
T 0437 786 760

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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

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Position Description

Position Title	Youth Care Coordinator
Location	Headspace
Reports to	Program Manager
Hours	As per employment contract
Conditions of Employment:	<ul style="list-style-type: none"> • Marathon Health Enterprise Agreement 2013 • Marathon Health Policies and Procedures • Police Check • Position Description • Working with Children Check • Letter of Offer
Incumbent	Vacant
Contract Period:	As per employment contract

Purpose of the Role

The Youth Care Coordinator will assist in the delivery of integrated primary mental health services to young people. The position will be responsible for the engagement, assessment and coordination of care for young people aged 12-25 who have mental health, drug and alcohol, and economic and social recovery needs.

Key Relationships

The Youth Care Coordinator reports to the **headspace** centre Program Manager. You will be required to maintain effective working relationships with other staff employed or visiting to provide services within **headspace**; the **headspace** partner organisations; and work closely with other **headspace** staff.

Position Responsibilities

Responsibilities for this position include, but are not limited to:

Service Provision

1. Engage young people and conduct psychosocial assessment and screening of young people referred to or accessing **headspace** according to **headspace** policies and procedures, to identify young people who require assistance with:
 - Mental health problems
 - Substance use problems
 - Education, training or employment
 - Other care or service needs.
2. Participate in the active follow-up of **headspace** clients to ensure ongoing service engagement.
3. Support the continuity of client information flow between **headspace** clients, **headspace** staff, and external service providers.
4. Input results of assessment and screening into electronic client record system and present cases for review in conjunction with other **headspace** team members.
5. Work collaboratively with the client, the client's carers and other **headspace** team members to determine care or service needs and assist with the coordination of care/service needs.
6. Assist in the referral of young people to appropriate services either within **headspace** or other community agencies.

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7. Provide information to clients regarding the nature of mental health and substance use problems, other information services available and how to access these.
8. Advocate on behalf of young people whose care needs are being coordinated by **headspace** (e.g., with other workers, schools, employers etc).
9. In consultation with other **headspace** clinicians or other community agencies, assist in the development and delivery of individual or group-based skills training activities for clients of **headspace** which will assist the young person to better manage or cope with the impacts of their mental health and/or substance use problem, or that may assist those at risk (e.g., life skills, anger management, problem solving, conflict resolution).

General

10. Assist in organising and delivering community capacity building, community awareness, and education and training activities designed to 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.
11. Represent **headspace** at key community agency networking meetings, community events and functions which may involve travel out of town, weekend and/or evening attendance.
12. Contribute to the development of **headspace** program strategies, plans and timelines in conjunction with the **headspace** Team Leader, and adhere to plans for the successful implementation of the program.
13. 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**.
14. 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.
15. Prepare recommendations, reports and proposals, as necessary, to meet Marathon Health requirements and document processes and findings of the program.
16. Participate in organisation-wide team meetings, collaborative planning activities and quality assurance activities to ensure ongoing improvement of the service.

Other Duties

- Demonstrate a commitment to Marathon Health's ICARE values.
- Actively communicate, and share knowledge, with other Marathon Health team members to ensure quality services.
- Respect confidentiality in line with the *Privacy Act 1988* and related policies and procedures.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.
- 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.
- Undertake other duties commensurate with the role as required.

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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 with no restrictions.
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.

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

- Qualifications in psychology; social work; occupational therapy; nursing; drug and alcohol work; youth work; mental health; or other fields relevant to the provision of clinical interventions for young people with mental health and/or drug and alcohol issues.
- Experience and/or ability to undertake clinical assessment of young people 12-25 years of age with mental health and drug and alcohol issues.
- Experience and/or ability to work with others in a multidisciplinary team environment in the case management and coordination of client needs.
- Ability to use a clinical software package for electronic client records.