

## Position Description

<b>Position Title</b>	<b>Youth Care Coordinator</b>
<b>Location</b>	headspace Bathurst
<b>Reports to</b>	Centre Manager
<b>Hours</b>	As per employment contract
<b>Conditions of Employment:</b>	<ul style="list-style-type: none"> <li>• Western NSW Medicare Local Enterprise Agreement 2013</li> <li>• Marathon Health Policies and Procedures</li> <li>• Police Check</li> <li>• Position Description</li> <li>• Working with Children Check</li> <li>• Letter of Offer</li> </ul>
<b>Incumbent</b>	
<b>Contract Period:</b>	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 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.
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** Centre Manager, 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**

- Actively communicate, and share knowledge, with other Marathon Health team members to ensure quality services.
- 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:

- **I**ntegrity & Trust
- **C**ollaboration & Innovation
- **A**chievement & Excellence
- **R**espect & Empowerment
- **E**mpathy & 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.
3. Valid Driver Licence.

### **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.
- Experience and/or ability to engage and communicate effectively with young people 12- 25 years of age and their family, including those from Aboriginal and Torres Strait Islander backgrounds.
- Ability to use a clinical software package for electronic client records.