

## Position Description

<b>Position Title:</b>	<b>Project Assistant (Identified Role)</b>
<b>Classification:</b>	Stream B - Program Support

### Purpose of the Role

The Project Assistant is responsible for assisting with the development and coordination of a headspace Cowra First Nations youth project. The role will also assist in the delivery of groups as well as developing strategies to ensure a youth led focus within the organisation and allow young people to deepen their connection to culture and develop skills in leadership and project management.

### Key Relationships

The Project Assistant is an employee of Marathon Health and reports to the Cowra Centre Manager. The role is required to maintain effective working relationships with the senior Project Officer, other staff employed or visiting to provide services within headspace. The role will liaise as necessary with partner organisations and other service providers, community organisations and young individuals who are involved in the in the project.

### Position Responsibilities

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

#### Community Development

- Assist to develop and maintain local connections with Indigenous young people in the community and enhancing engagement.
- Assist in the development and implementation of strategies and key priorities to operate the program.
- Assist in the management of the project.
- Provide administrative support to the team where required.
- Liaise where required with facilitators, community and club members.
- Assist with the planning and co-ordination of events and activities involved in the headspace project.
- Represent headspace at key community agency networking meetings, community events and functions which may involve travel out of town, weekend and/or evening attendance.
- Deliver a program to young people consistent with your skills and experience and in line with the headspace service delivery model.

#### General

- Contribute to the development of headspace project strategies, plans and timelines in conjunction with the relevant headspace manager and adhere to plans for the successful implementation of the project.
- 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.
- Participate in team meetings, collaborative planning activities and quality assurance activities to ensure ongoing improvement of the project.

## 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:

**I**ntegrity & Trust

**C**ollaboration & Innovation

**A**chievement & Excellence

**R**espect & Empowerment

**E**mpathy & Understanding

## Special Job Requirements

1. **This is an Identified position.** Marathon Health considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under *s14 of the Anti-Discrimination Act 1977 (NSW)*. Confirmation of Aboriginal and/or Torres Strait Heritage may be required.
2. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
3. Eligibility to work in Australia
4. Valid Australian Drivers 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 fulfil 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 \_\_\_\_\_

Print Name \_\_\_\_\_

## Selection Criteria

### Essential

- Identify as Aboriginal or Torres Strait Islander.
- Experience and/or ability to engage and communicate effectively with young people 12- 25 years of age, their family members and the broader community.
- Strong problem solving, advocacy and negotiation skills.

### Desirable

- Current knowledge of local youth, mental health and other community health agencies and networks.
- Understanding of youth participation principles and a commitment to implement these in accordance with the headspace youth participation model.