

Position Description

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| Position Title: | Youth CALD Project Officer |
| Classification: | Stream B - Program Support |

Purpose of the Role

headspace is an evidence-based early intervention mental health and wellbeing service for young people aged 12-25 years. The Youth CALD project aims to embed Culturally and Linguistically Diverse (CALD) perspectives in service delivery, enhance culturally safe practice, and build long-term capacity within headspace Lithgow.

The Youth CALD project officer will support stronger connections between headspace Lithgow and the local Culturally and Linguistically Diverse community by completing a needs assessment, which will enable enhancement of cultural safety, support the engagement of CALD young people, and contribute to the development of culturally responsive service delivery programs. This role is part of a time-limited initiative to strengthen capacity across the team, develop sustainable partnerships, and build trust and accessibility for CALD young people accessing mental health support.

Key Relationships

The Youth CALD project officer will report to the Centre Manager and will have close and collaborative working relationships with the headspace Lithgow team. These relationships will support sound and well-informed decision making regarding the ongoing cultural safety of engagement with young people accessing the service.

The Youth CALD project officer will be required to work with the Community Engagement Coordinator to establish and maintain effective and culturally sensitive working relationships with youth, their families, partner organisations and other relevant external services and stakeholders within the community to ensure the service offering is current and reflective of community need.

Position Responsibilities

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

- Work closely with the Centre Manager and headspace Lithgow team to ensure young people, families and carers are integrated and embedded into service planning and delivery to promote a culturally informed and led approach.
- Lead and support the development of a CALD community needs assessment that complements and extends the headspace framework, with a focus on the Lithgow CALD community
- Lead and support the development of a CALD action plan that allows headspace Lithgow to meet the cultural expectations of the young CALD people in the Lithgow area.
- Co-design and deliver relevant engagement activities, workshops, and group programs in collaboration with local services
- Assist with the recruitment and ongoing engagement of CALD young people in the headspace Lithgow Youth Reference Group
- Contribute to a proactive and positive team culture.
- Treat young people and their families with respect and always maintain a high level of confidentiality.

Other Duties

- Demonstrate and uphold our ICARE 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. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
2. NDIS Worker Screening check, qualifications and professional registration as applicable to this role
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

- Good communication skills and ability to develop strong, effective and sustainable relationships with young people and key community stakeholders, including the ability to influence and negotiate.
- Experience and/or ability to engage and work collaboratively with a wide range of community stakeholders including CALD Communities, families, schools and community groups and organisations.
- Problem solving and decision-making skills that demonstrate integrity and initiative.
- Excellent organisational and time management skills, with the ability to manage priorities and meet deadlines.
- Knowledge and experience using Microsoft Office Suite programs, including Teams, Word, Excel and Outlook.
- Ability to work both independently and collaboratively as a productive team member.
- Valid Australian Driver's Licence and a willingness to travel.

Desirable

- Experience in conducting needs-based research.
- Experience in development of culturally responsive service delivery programs.
- Experience working with CALD communities and the provision of culturally safe services.
- Experience in the Not for Profit and/or public health sector.
- Hold a degree in Social Work, Psychology, or a related field, or be currently enrolled in one of these programs.