

## Position Description

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|------------------------|--------------------------------------------|
| <b>Position Title:</b> | <b>Youth Care Coordinator, headspace</b>   |
| <b>Classification:</b> | Stream D - Direct Service Delivery, Band 1 |

### Purpose of the Role

The Youth Care Coordinator will assist in the delivery of integrated primary mental health services to young people aged 12 – 25 years. The position will be responsible for the engagement, assessment and care coordination for young people with a range of needs including mental health, physical health (including sexual health) alcohol and other drug, work and study and social recovery.

### Key Relationships

The Youth Care Coordinator reports to the headspace Centre Manager and will be required to work collaboratively with multidisciplinary team members and visiting service providers. within headspace and partner organisations. The role works in close partnership with the Centre Clinical Lead who provides day-to-day oversight of clinical care planning and service delivery.

### Position Responsibilities

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

#### Service Provision

- Engage with young people referred to the service to complete psychosocial assessment and screening in line with headspace policies and procedures.
- Support ongoing engagement through proactive follow-up of young people accessing the service
- Participate in multidisciplinary clinical team meetings, care planning and case reviews to support evidence-based interventions
- Facilitate effective information sharing between young people, the headspace team, and external service providers to support coordinated care
- Maintain accurate, timely and confidential electronic medical records in accordance with contractual, legal and organisational requirements
- Work collaboratively with the young person, their families/carers and the multidisciplinary team members to identify needs and coordinate appropriate supports
- Support young people to actively participate in and make informed decisions about their care using family inclusive and evidence informed approaches
- Support referrals of young people to services either within headspace or other community agencies as appropriate
- Promote cultural safety, inclusion and youth participation across the headspace service
- Provide information to clients regarding mental health, substance use and available support services
- Contribute to the development and delivery of individual and group activities for clients aimed at building skills such as emotional regulation, problem solving and interpersonal effectiveness

## General

- Support community engagement activities, including education, capacity building and promotion of headspace services
- Represent headspace at key community agency networking meetings, community events including occasional after-hours or travel requirements
- Contribute to the development and implementation of headspace program plans, strategies, and service delivery priorities
- Assist with data collection, reporting and evaluation activities in line with organisational and funding requirements
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## Quality and Safety

- Participate in continuous quality improvement activities within the Marathon Health and headspace quality assurance frameworks.
- Promote workplace safety by complying with WHS policies, attending mandatory training, assisting with regular safety audits and reporting incidents as required
- Comply with all legal, professional, financial, and employment obligations and adhere to Marathon Health policies and procedure.

## Other Duties

- Demonstrate organisational values at all times
- Undertake continuing professional development to ensure job skills remain current.
- Participate in meetings, staff activities and organisational processes, including performance planning and review.
- Undertake additional duties as reasonably 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. 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**

- Qualifications (or working towards 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

#### **Desirable**

- Experience and/or qualifications in the provision of Alcohol and other Drugs intervention