Position Description

Position Title:	**Community Engagement Officer**
Classification:	Stream B - Program Support

Purpose of the Role

The Community Engagement Coordinator seeks opportunities to reach out to young people and the communities that support them, to decrease mental health stigma and increase help seeking behaviours. You will develop, facilitate and evaluate a range of community events, and health and education programs designed to improve mental health literacy and community awareness of challenges faced by young people, in order to increase early identification and help them to get early access to appropriate services. You will work closely with our clinical team to understand the services that headspace provides, to advocate our services to both young people and the wider community.

Key Relationships

The Community Engagement Officer 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; community stakeholders; Consortium and Youth Reference Group. The position holder must positively represent headspace to the public, community, government and other organisations.

Position Responsibilities

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

- Work closely with the Centre Manager and headspace team to assist with the development, implementation and evaluation of a Community Awareness Strategy for the local centre
- In partnership with Centre Manager and relevant staff develop an annual community engagement and health promotion calendar
- Conduct community capacity building, community awareness and education and training activities designed to raise awareness, understanding and improved support for youth mental health and wellbeing issues
- Promote the headspace initiative to young people, health and welfare agencies, community groups, schools and general community to encourage referrals for appropriate young people and encourage their involvement and support for the initiative
- Planning and coordination of events and activities run by headspace (e.g youth week, mental health month, social activities etc) including involvement in interagency planning committees and events
- Develop and link with a range of creative, inclusive, youth friendly programs and strategies that attract and engage all young people e.g. Aboriginal and Torres Strait Islander Peoples, Culturally and Linguistically Diverse communities, LGBTQIA+, school communities, TAFE and universities etc
- Produce documents and promotional material of a professional standard that comply with headspace branding policy, suitable for external communications to a variety of target audiences
- Assist in maintaining websites and utilising social media to develop opportunities for youth engagement and service promotion
- Create and deliver targeted community-based help seeking and mental health literacy education sessions to a variety of target audiences e.g. schools, service providers, Family and Friends, local businesses etc

- Represent headspace at key community agency networking meetings, working groups and committees and communicate relevant information and outcomes to the Program Manager, headspace team and Marathon Health as appropriate
- Represent headspace at community events and functions which may involve travel, weekend and/or evening attendance
- Work closely with Centre Manager and headspace Consortium to ensure effective and mutually beneficial relationships are created and maintained with key stakeholders such as schools, government and non-government organisations
- Recruit, train, supervise and support young people to be involved in the headspace Youth Reference Group and develop mechanisms to engage young people with the work of headspace
- Work closely with headspace team to recruit and support Family and Friends reference group
- Work closely with headspace team to ensure the views of young people, families and carers are integrated into service planning and service delivery
- Work closely with Centre Manager and Business Development Team to prepare grant submissions and conduct other fund-raising strategies designed to generate additional funding streams
- Maintain accurate and confidential electronic medical records, files and data in accordance with headspace contract obligations, policies and procedures
- Keep up to date with relevant youth sector trends, gaps and information

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:

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

- Relevant qualifications (e.g. social work, social welfare, community development, mental health, youth work, communications, events management or related field)
- Experience and/or ability to plan, implement, evaluate and report on innovative community-based projects and mental health literacy programs which connect with young people aged 12-25 years
- Experience and/or ability to engage and communicate effectively with young people aged 12-25 years, their family and carers and the broader community (including knowledge of issues affecting children and young people particularly health, education, employment, accommodation and legal issues)

Desirable

- Current First Aid Qualifications
- Current Mental Health First Aid Qualifications