

JUNIOR PARENTING PROGRAM COORDINATOR

Reporting to	Head of Programs
Contract	6-11 months (subject to negotiation)
Status	Part time (0.6 – 0.8 FTE) (subject to negotiation)
Annual F/T Remuneration package	\$67,000 - \$77,000 (Salary + Super) (pro-rata for part-time) NFP Salary Sacrifice arrangements are available
Direct Reports	None
Location	North Melbourne, Victoria (remote and flexible working available)

PURPOSE

The Parenting Program Coordinator will be responsible for assisting with the day-to-day operation of the Partners in Parenting Plus project and supporting parents who access the online parenting program, and an associated online parenting forum.

This role provides an exciting opportunity to support the implementation and evaluation of an innovative parenting program that aims to prevent adolescent depression and anxiety conditions. You will have the chance to develop skills in mental health promotion, research, and engaging and working with parents of adolescents.

Partners in Parenting (PiP) has been developed by Monash University and is aims to reduce the risk of depression and anxiety in adolescents by equipping parents with evidence-based parenting strategies. The program enables parents to learn positive parenting strategies through nine interactive online modules.

The current project aims to develop, implement and evaluate an adaptation of PiP that also helps parents to assist their teenager to negotiate the challenges of COVID-19. The new 'PiP-Plus' program will also feature an online peer support group for parents accessing the PiP program.

The Parenting Program Coordinator position sits with Prevention United, and is part of a broader research collaboration involving Prevention United, Monash University and the University of Melbourne.

ABOUT PREVENTION UNITED

Established in 2017, Prevention United is a mental health promotion charity with a focus on promoting mental wellbeing and preventing mental health conditions.

Our mission is to work together with individuals, families, organisations, and communities to promote wellbeing and prevent mental health conditions by fostering their strengths and reducing their risks.

We undertake our work through three main activity streams:

- advocacy and awareness
- resources and programs

- consulting and capacity building.

ACCOUNTABILITIES & SKILLS

The Parenting Program Coordinator will be responsible for overseeing the implementation of the PiP-Plus program and supporting parents who access the online program as well as moderating the online parent forum connected with PiP.

While some mental health clinical experience is desirable, this role is not intended to provide counselling or therapeutic support to parents or adolescents experiencing mental health difficulties or in crisis, but rather to assist them to access and benefit from the PiP program and online forums.

Key accountabilities of this role are to:

- Assist parents to successfully access and engage with the PiP online parenting program.
- Build and maintain an engaged online peer support group for parents as they participate in the PiP program.
- Moderate the online forums to ensure that online conversations are safe, supportive and helpful and in line with the forum's guidelines and standards.
- Monitor, and use sound judgement to respond to posts or situations of concern or potential clinical risk and follow set protocols to manage and/or escalate these concerns.
- Support and mentor any peer support 'parent champions' involved in the forums.
- Liaise with and work collaboratively with the broader research team to ensure the smooth and successful running of the program evaluation.

In this role you will also:

- Help facilitate the PiP program registration process for parents.
- Complete data entry, including updating the research trial database to keep track of participant progress and contacts.
- Make contact with parents to troubleshoot any technical difficulties they report.
- Monitor and report any technical issues with the online program to the research team.
- Keep accurate records of any parent contact.
- Assist with the marketing and promotions of the program, as required.
- Undertake other related activities as requested by the Head of Programs.
- Model and promote the values of Prevention United.

Relevant skills and attributes:

- Excellent communication skills, including the ability to build rapport with parents online, over the phone and in writing (i.e. email, SMS, forums).
- The ability to motivate and prompt parenting behaviour change.
- Demonstrated ability to problem solve in practical and creative ways.
- Good attention to detail and ability to follow protocols diligently.
- Strong team player, as well as ability to work independently.

RELEVANT EXPERIENCE AND QUALIFICATIONS

This role suits someone who:

- Has experience working with parents and/or carers in a supportive role.
- Has experience working in the mental health field.
- Has experience moderating online forums or support groups.
- Has a sound understanding of the ethical conduct of research.

Qualifications

- Achieved or currently studying in a relevant field such as Psychology, Social Work, Mental Health Nursing, or Mental Health Occupational Therapy.
- Placement or employment experience in a counselling or clinical role.

THIS ROLE IS SUCCESSFUL WHEN...

Parents feel supported throughout their participation of the PiP program, connected to other parents who understand the challenges they are facing, and better equipped with parenting strategies to support their teenager's mental wellbeing.

REPORTS TO

Head of Programs, Prevention United

INTERNAL AND EXTERNAL RELATIONSHIPS

- Executive Director, Prevention United
- Marketing coordinator, Prevention United
- Monash University and University of Melbourne research teams
- Australian Parents and Carers

AUTHORISED: Dr Stephen Carbone, Executive Director, Prevention United