

---

**COMMUNITY AWARENESS OFFICER**

---

**SEPTEMBER 2021**

---



<b>Location:</b>	headspace Melton
<b>Division:</b>	Primary Clinical Services
<b>Classification:</b>	Social, Community, Home Care and Disability Services Industry Award 2010, Social and Community Services Employee, Community development worker, Class II(b), Level 4
<b>Employment type:</b>	Full-time fixed term position available until 30 June 2022
<b>Position reports to:</b>	Clinical Services Manager

## 1. POSITION SUMMARY

Working within a supportive team, the Community Awareness Officer will develop, deliver and evaluate community awareness, engagement, and youth participation programs and activities in the local area with a focus on promoting early help-seeking for mental health and other health/social issues facing young people.

Subject to broad direction, this position requires working with a considerable degree of autonomy, and will be supported by regular staff meetings, supervision and availability of a senior staff member. This position will also be required to oversee the coordination of the center's Youth Advisory Group and Youth Peer Worker.

## 2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.

- A policy think tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

headspace is a world-first youth mental health initiative that supports young people who are going through a tough time; whether it's depression, anxiety, relationship break-ups or alcohol and other drug issues. The youth-friendly services at headspace are aimed at teenagers and young adults in recognition of the fact that 75 percent of mental disorders emerge before the age of 25 years.

Orygen operates five headspace centres and associated services in Craigieburn, Glenroy, Melton, Sunshine, and Werribee, with funding and support from headspace: the National Youth Mental Health Foundation. These headspace centres aim to improve access to services and continuity of care for young people across four core streams of service: mental health; alcohol and other drugs; primary care; and social recovery/vocational services.

### 3. ABOUT ORYGEN

<b>VISION</b>	Young people to enjoy optimal mental health as they grow into adulthood.
<b>MISSION</b>	Reduce the impact of mental ill-health on young people, their families and society.
<b>VALUES</b>	Respect, accountability, teamwork, excellence & innovation.
<b>COMMITMENTS</b>	First Nations people of Australia, young people and their families, LGBTIQA+ people & culturally and linguistically diverse people.

### 4. KEY RESPONSIBILITIES AND OUTCOMES

The Community Awareness Officer will:

- Increase awareness of headspace services amongst young people, their families/carers and friends, and the local community.
- Develop and deliver a range of activities and programs to increase mental health literacy and reduce stigma and discrimination associated with mental health and other health/social issues.
- Develop and maintain partnerships with schools, community, public and private sector agencies, with a focus on community capacity building, shared community engagement/awareness activities and effective referral pathways to/from headspace.
- Coordinate and facilitate opportunities for young people to engage with the centre including formation and maintenance of a youth reference group and youth peer work program.
- In consultation with the Clinical Services Manager, develop, monitor and review a Community Awareness and Youth Participation Plan for the headspace centre.
- Maintaining an online presence to promote the local headspace centre.
- Responsible for planning, development and implementation community awareness and capacity building activities with clear accountability for program performance.
- Liaison and partnership development with internal and external stakeholders.
- The role may incorporate other headspace related activities and responsibilities as directed by the Clinical Services Manager.
- Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

## 5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

### 5.1 Essential

- Tertiary qualifications in the social or health sciences, community development or a related field, and/or substantial relevant experience in a similar field.
- Passion, energy and determination to make a difference to health outcomes for young people.
- Demonstrated ability to develop, implement and evaluate community awareness programs.
- Demonstrated experience/understanding of engagement issues related to young people.
- Demonstrated sound judgement, the ability to identify and manage a range of risks (including brand and reputation) and well-developed problem solving and negotiation skills.
- Experience and understanding of mental health, drug and alcohol and other health/social issues facing young people.
- Experience in the development and delivery of youth participation programs.
- Demonstrated ability to achieve outcomes in partnership and liaise with the community, government and non-government agencies.
- Knowledge of and the ability to work within the headspace framework of early intervention, de-stigmatisation, diversity, inclusion, and non-discrimination.
- A sound understanding of health promotion principles and strategies.
- Understanding of the different types of organisations involved in health and wellbeing service delivery to young people.
- Excellent written and verbal communication skills.
- Strong time management, planning and computer skills.
- Ability to proactively seek funding options to enhance community participation activities.
- Excellent computer skills with a demonstrated ability in word processing, PowerPoint and databases as required.

### 5.2 Desirable

- Previous experience in providing leadership and/or supervision, including to young people.
- Experience in the planning, provision and evaluation of group interventions for young people and their families/friends.
- Experience in capacity building/community development activities.

## 6. SPECIAL REQUIREMENTS

- A current Victorian driver's license.
- Unrestricted right to live and work in Australia.
- A current National Police Check and a current Working with Children Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.

## 7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	