



Position Description

Community Engagement Officer

Location	headspace Bunbury
Department	Community Engagement
Classification	RAWA Salary Schedule Administration (Level 1.8)
Salary	\$52,039.92 per annum plus superannuation and salary packaging
Hours	Part time, 37.5 hours per fortnight (0.5 FTE)
Term	Ongoing (tied to National funding expiring 30 June 2016)
Direct Employer	Relationships Australia WA

POSITION SUMMARY

The Community Engagement Officer is part of the **headspace** Bunbury centre team. Their purpose is to promote the services of the **headspace** Bunbury centre, and help young people to get early access to health and other services. This includes young people who have or may be at risk of developing a mental health and/or substance use disorder or have economic and social recovery needs.

They will do this by ensuring that accessible information is provided to young people, their families and the local community to increase the capacity of young people and their community to connect with appropriate health and wellbeing supports at the time they are needed. They will also help to increase community awareness of mental health issues among young people, facilitate youth and where relevant family participation, organise and deliver health promotion activities and community events to engage identified target populations.

The Community Engagement Officer will work as part of a multidisciplinary team and will be an experienced professional with considerable knowledge and experience in community engagement and youth advocacy. They will work collaboratively with all staff located at the **headspace** Bunbury centre to help ensure the centre delivers youth-focussed services to young people.

To find out more about **headspace** visit headspace.org.au.

KEY RESPONSIBILITIES

Community Engagement

- Assist with the development, implementation and evaluation of a Community Awareness Strategy for the local centre in conjunction with the centre management team.
- Design and coordinate events for target groups to increase the profile of **headspace** Bunbury and deliver key messages (e.g. mental health literacy, reduced stigma, anti-discrimination, early help seeking).

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- Work closely with centre staff to ensure that the impact of any campaign/event is addressed at the planning stages so that clinical staff are available to manage increased referrals.
- Assist in maintaining websites and utilising social media to develop opportunities for youth engagement and service promotion.
- Produce documents and promotional material of a professional standard that comply with branding policy, suitable for external communication to a variety of target audiences.
- Build relationships with external service providers and report on opportunities for mutually beneficial partnerships that progress **headspace** Bunbury toward its objectives.
- Represent **headspace** Bunbury to various agencies and professional networks, the local community and young people.

Health Promotion

- Assist in the planning, development and delivery of community based help seeking and mental health literacy education sessions, particularly in schools.
- Work with **headspace** Bunbury clinicians to ensure that health promotion messages and activities relating to youth mental health are consistent and evidence-based.
- In partnership with the Centre Manager and other relevant staff develop an annual community engagement and health promotion calendar and communicate this to the team.
- Assist in the organisation and delivery of relevant community events and activities such as **headspace** training activities, community events, promotional days/weeks (e.g. Youth Week, Mental Health Week).

Youth and Family Participation

- Recruit, train, supervise and support young people to be involved in the **headspace** Bunbury centre Youth Reference Group and/or develop other mechanisms to engage young people with the work of **headspace** Bunbury.
- Work closely with the **headspace** Bunbury centre team to ensure that the views of young people and families are integrated into service planning and service delivery.

General

- Keep up to date with relevant youth sector trends, gaps and information.
- Participate in relevant training and development activities as an effective team member.
- Other duties consistent with the position where required and/or requested by management from time to time.

RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a broad range of people and organisations. They must positively represent **headspace** to the public, community, government and other organisations.

Reports To	Centre Manager
Direct Reports	None
Indirect Reports	None
Internal Relationships	headspace Bunbury centre staff and allied health Relationship Australia WA staff

	Youth Reference Group members Family & Friends Reference Group members
External Relationships	headspace National Office staff Staff from other headspace centres Consortium partner organisations and staff Local youth, health and community service providers and staff Government departments, ministers and staff Young people and their family and friends that access the centre Other external partners, vendors, providers and key stakeholders

SELECTION CRITERIA

Qualifications

Essential

- Tertiary qualifications in Health Promotion, Public Health, Community Development, Social/Behavioural Science, Social Work/Planning or a related discipline.

Experience

Essential

- Demonstrated experience working with young people with mental health, alcohol and other drug, and other social issues.
- Demonstrated experience coordinating and facilitating youth programs, events and activities within a community setting.
- Strong experience and expertise with social media as a communication tool.
- Demonstrated ability to develop, implement and evaluate community awareness programs.

Desirable

- Experience in the not for profit/non-government sector.
- Experience in the mental health sector.

Knowledge and Skills

Essential

- Exceptional ability to engage and communicate to groups of people, tailoring communication to suit a specific target group or age range.
- Demonstrated understanding of the challenges and experiences of young people from diverse backgrounds including young people who are culturally and linguistically diverse, Aboriginal and Torres Strait Islanders, and LGBTIQ (lesbian, gay, bisexual, transgender, intersex or questioning).
- Broad knowledge of the range of services available to young people in the local government, health, education, employment and youth sectors.
- Ability to organise and implement community engagement activities within an allocated budget.
- Highly developed verbal and written communication skills.
- Advanced computer skills including word processing, spreadsheets and database applications.
- Excellent organisational and time management skills with the ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines.

Personal Attributes

- High levels of professionalism, confidentiality and discretion.
- Approaches tasks with a positive attitude.
- Self-motivated and demonstrates initiative.
- Ability to think creatively and develop innovative solutions to problems.

WORKPLACE POLICIES AND PRACTICES

All **headspace** Bunbury employees and contractors are required to familiarise themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times employees and contractors will:

- Be respectful towards the organisation, colleagues, clients and the general public.
- Support the **headspace** vision and objectives and demonstrate the values of **headspace**.
- Take reasonable care for their own health and safety, and that of others in the workplace.

The position holder must also:

- Maintain a current check for working with young people, as per the relevant state legislation.
- Undergo a current and satisfactory Police Check.
- Maintain a current driver's license, and have access to their own vehicle.
- Maintain eligibility to work in Australia.
- Participate in a 6 month probationary period.
- Participate in annual individual performance reviews and professional development planning.
- Have some flexibility to travel, and to work after hours (including weekends and evenings).

Approved By Nicky Smith, Centre Manager

Date Approved October 2015
