

POSITION DESCRIPTION

headspace Newcastle

Parent & Carer Committee Member

Purpose of Role:

To work as a volunteer (unpaid) member of the newly created headspace Newcastle Parent & Carer Reference Committee, which will act as a sub-committee to the headspace Newcastle Youth Reference Group, and will provide advice by way of written recommendations to the headspace Newcastle Youth Reference Group in relation to the experiences and needs of Parents and Carers of young people aged 12-25. The headspace Newcastle Youth Reference Group may then in terms consider the recommendations and if agreed by youth reference group members, forward their recommendation onto the headspace Newcastle Manager via the regular processes, as an 'endorsed recommendation' for the Manager's consideration.

Reports to:

headspace Newcastle Youth Reference Group, and the **headspace** Newcastle Service Manager.

Key Relationships:

<i>Internal</i>	<i>External</i>
<ul style="list-style-type: none">▪ headspace Newcastle Manager▪ headspace Newcastle's Youth Reference Group▪ headspace Clinical Leader▪ Clinical providers and other headspace Newcastle staff	<ul style="list-style-type: none">▪ Clients of headspace Newcastle and their families/carers▪ GPs and other external clinicians▪ Other agencies such as health providers, youth services, referrers, and schools.▪ headspace National Office

Direct Reports:

Nil

Level of Decision-making Authority:

Committee members are expected to reach consensus on the written recommendations made to the headspace Newcastle Youth Reference Group. The headspace Newcastle Youth Reference Group will then consider the recommendations and if agreed, forward such supported recommendations to the headspace Newcastle Service Manager. The headspace Newcastle Service Manager is responsible for the consideration and implementation of any recommendations made by the Parent & Carer Sub-Committee.

Key Responsibilities and Accountabilities:

Service Support and Development

By way of written recommendations:

- Contribute to the **headspace** Newcastle team in building a quality service
- Contribute to creating a welcoming and accepting environment at **headspace** Newcastle for parents and carers.
- Promote the philosophy and values of **headspace** Newcastle
- Actively contribute to the development of **headspace** Newcastle parents and carer initiatives
- Contribute to the learning culture of **headspace** Newcastle in regards to parental and carer needs
- Act as a resource to **headspace** Newcastle Youth Reference Group regarding parental and carer needs
- Contribute to the effective working relationships with other services working with young people, and their Carers, in the government and non-government sectors
- Participate in **headspace** Newcastle quality improvement activities when requested

Personal Development and Education

- Participate in education and information sessions for families/carers, service providers and the community
- Participate in annual development of service work plans

Organisation

- Follow all appropriate policies and procedures of **headspace** Newcastle, **headspace** National and Hunter Primary Care.
- Promote a safe environment for the clients and the carers of **headspace** Newcastle
- Take reasonable care for their own health and safety and the safety of other people. Ensure compliance with relevant WH&S legislation and that any issues are identified and actioned in line with policy.
- Communicate service improvements, initiatives and challenges to **headspace** Newcastle Manager via the headspace Newcastle Youth Reference Group.

Essential Qualifications and Experience:

- Experience as a parents and / or carer of a young person aged 12-25.
- Currently living in the Newcastle region.
- Additionally, relevant experience in parenting and caring for a young person aged 12-25 who have been considered to have a mental illness or a diagnosis of a mental illness.
- Enthusiasm regarding young people, the local community, and youth mental health in particular, and also possess an understanding of “early intervention” principles.
- Nominees should be available to attend at least 3 meetings per year in person, and commit to the sub-committee for a period of 12 months at least.

Desirable Qualifications, Education and Experience:

- Ability to use initiative to identify areas for improvement and implement changes.

- Diploma in Youth Work, Community Services, or the equivalent combination of relevant qualification and experience, or currently undertaking same.
- Demonstrated experience and flexibility in learning and adapting to new systems
- Evidence of further training such as Certificate IV in Mental Health or Drug and Alcohol
- Understanding of the issues and barriers for parents, families, friends, and carers in accessing mental health services.
- Experience in working with youth from Aboriginal and/or CALD cultures.

Any offer of Parent & Carer Committee membership will be subject to a clear Working with Children Check and a Criminal Clearance Check as a condition of eligibility.

Position accepted by:

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Signature

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Date