

# headspace Hawthorn Youth Advisory Group

## Position Description

<b>Position</b>	Youth Advisory Group Member
<b>Classification</b>	Volunteer
<b>Reports</b>	Community Engagement Officer
<b>Hours</b>	Meetings on the first Monday of every month 5:30pm-7:30pm Events and activities as required
<b>Location</b>	Level 1, 360 Burwood Road, Hawthorn VIC 3122

### Organisation Overview

**headspace** is the National Youth Mental Health Foundation. **headspace** is funded by the Australian Government Department of Health and Ageing under the youth mental health initiative. The primary focus of **headspace** is to provide early intervention services to improve mental health and wellbeing outcomes for young people aged 12-25. **headspace Hawthorn** is part of Access Health and Community. Access HC are a community health service with various locations across the inner east Melbourne. Every **headspace** centre operates out of a lead agency, Access HC is the lead agency for **headspace Hawthorn**.

**headspace Hawthorn** Youth Advisory Group (YAG) provides those aged 16 to 25 with the opportunity to be a voice and to take positive action to improve the mental health and wellbeing outcomes for young people in the community.

### Member Qualities

- Applicants must be between 16 and 24 years of age.
- Have an interest in youth mental health and wellbeing and/or alcohol and other drug issues in young people.
- Ability to keep an organised work life balance between studies, paid work and voluntary work on the YAG.
- Ability and willingness to work in a team and participate in group discussions.
- Motivation, willingness and commitment to participate on an ongoing basis.
- Access to the internet, Facebook and mobile phone and be responsive to online communication.

## Responsibilities and requirements

- Attend and actively participate in a monthly meeting. Members are expected to attend 80% of YAG meetings. If you cannot attend a meeting, we ask that you contact the Community Engagement Worker as soon as possible. If you cannot attend two or more meetings, it may result in a review of your position on the YAG. Meetings occur on the first Monday of every month at 5:30pm-7:30pm.
- Be available to attend regular events and activities. It is expected that you are able to attend at least 3 national day events (such as RUOK Day, IDAHOBIT Day etc.). It is expected that you're willing to be available for other activities and events throughout the year.
- It is required you attend various trainings at **headspace** Hawthorn, topics may include mental health, mental illness, Mental Health First Aid and skills training such as public speaking or health literacy. As much notice as possible will be given for the dates and times of these trainings to ensure you can attend. Training will be provided at no cost to YAG members.
- It is required you attend an induction meeting with the Community Engagement Worker and complete the Volunteer Pack as part of the requirements for AccessHC Volunteers.
- It is required that you participate in Facebook discussions and stay active with updates, meetings and events. This includes being timely in responding to posts in the YAG Facebook group.
- Be involved in **headspace** Hawthorn activities such as stalls, festivals and community events. These can occur anywhere in the inner east of Melbourne in settings such as schools, Universities and community centres.
- Engage at all levels of the centre in order to improve the service experience for young people. This may involve advising on changes and initiatives with a youth perspective.
- Be involved in network meetings and conferences where necessary such as the Consortium meeting.
- Actively look after your own personal health and wellbeing. You are encouraged to reach out to the Community Engagement Worker if you need support with this.
- Sit on interview panels with staff at **headspace** Hawthorn when recruiting centre staff.
- Keep a record of your volunteer hours. The Community Engagement Worker will also keep a record of this.

## **Commitment**

We ask that you commit to a year on the YAG at a time. However, we understand that unexpected circumstances may arise. In this case, please contact the Community Engagement Worker as soon as possible.

In between face to face meetings and events, contact will be maintained through the YAG Facebook group, mobile phone and email. It is expected that you maintain regular contact with the group on Facebook and with the Community Engagement Worker via phone and email where necessary.

### 1<sup>st</sup> year - Introductory year

- Become familiar with **headspace** National, **headspace** Hawthorn and the services we offer through the induction training.
- Engagement with the community through activities such as stalls, festivals and community events.
- Improve your mental health literacy and knowledge about mental health through the Mental Health First Aid Training.
- Provide input and feedback on the development of **headspace Hawthorn** with a youth perspective.

### 2<sup>nd</sup> year – Option 1: Community Engagement

- Continue with community engagement activities and events experienced in 1<sup>st</sup> year.
- Add value to the YAG with your experiences on the YAG so far.

### 2<sup>nd</sup> year – Option 2: Apply for the Peer Education Program (PEP)

After 1 year on the YAG, you have the opportunity to apply for the Peer Education Program. If successful, your role will include:

- Undertake further training to gain skills and knowledge to be able to facilitate peer education activities at schools and universities.
- Plan for and deliver presentations with assistance from the Community Engagement Worker where needed.
- Provide input and feedback on the development of **headspace Hawthorn** with a youth perspective.
- There is an opportunity to continue with the PEP for a 3<sup>rd</sup> or 4<sup>th</sup> year after reviews.

### 2<sup>nd</sup> year Option: Exit

- After your first year on the YAG, you are welcome to finish up and exit the YAG.

## **YAG position reviews**

The Community Engagement Worker will undertake a review of your position on the YAG every 6 months, this will usually be at the start and middle of every year. This is to ensure you are happy with the position and a chance to discuss any questions or concerns you may have. The review includes a one-on-one catch up with the Community Engagement Worker. This could be in person or over the phone depending on what you prefer.

After two years on the YAG, members will finish up their time. This is to ensure more opportunities for young people in the community to become involved in the YAG.

- Hours will be logged by each YAG member to record their time.
- This will be used to guide a letter of reference for the departing YAG member.

## **Benefits**

- Meet and work with health professionals and other young people who have an interest in youth mental health.
- Receive training in mental health, suicide prevention, alcohol and other drugs, other areas relating to your specific interests.
- Gain insight into the mental health field through staff engagement.
- Develop a range of skills including team work, health education, advocacy, public speaking, health promotion, project planning and event management.
- Gain experience as a volunteer and have input into the development and operations of **headspace Hawthorn**.
- Create new friendships with passionate and like-minded young people.

## **Reimbursements**

**headspace Hawthorn** will cover the following costs:

- All reasonable parking costs exceeding \$10.00 to attend face to face events with the provision of receipts or evidence.
- NOTE: YAG members are not reimbursed for travelling to and from monthly meetings.

Visual structure of the YAG:

