



Murray Mallee  
General Practice  
Network



**Recruitment  
Information Package.  
Assisting you in your application to join  
our team.**

[www.mmgpn.org.au](http://www.mmgpn.org.au) - (08) 8531 1303



*“Building healthy and resilient people and communities”*

## Vacancy Information:

- Position:** *headspace Youth Mental Health Support Worker (Youth Triple C)*
- Salary:** *Remuneration will be negotiated depending on skills, experience & qualifications. Additionally, you will be offered a range of outstanding benefits including generous salary packaging options. TOIL & 5 weeks Annual Leave, all of which will significantly boost your overall package.*
- Status:** *Fulltime. Fixed term until 30 June 2018.*
- Closing Date:** *Friday 2<sup>nd</sup> February 2018*

Thank you for your interest in applying for the above position.

We are seeking passionate and enthusiastic professionals to join our dynamic, multi-disciplinary & growing mental health team to play a crucial role in the delivery of focussed psychological interventions for a broad & diverse set of individuals.

We are seeking motivated & passionate staff with clinical expertise for:

- ***Headspace Murray Bridge – outreach Fleurieu Region***

You will need to demonstrate experience in the community services sector. Specific experience in the Mental Health Field (State or NGO services) strongly desired.

This information package contains information about the Murray Mallee General Practice Network, and guidelines on submitting your application.

You will find within this information package:

- ***An overview of the Murray Mallee General Practice Network***
- ***Position Description & role requirements.***



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## How to apply:

Applicants are requested to send a covering letter, addressing the key selection criteria and resume, to headspace Murray Bridge, Po Box 558, Murray Bridge SA 5253—Attention to the Clinical Lead.

All enquiries can be directed to the Ms Suzanne Fuzzard Clinical Lead, headspace Murray Bridge, on 8531 2122 or [suzannef@mmgpn.org.au](mailto:suzannef@mmgpn.org.au)

## About Us:

Established in 1995 as the **Murray Mallee Division of General Practice**, the organisation has evolved to become the **Murray Mallee General Practice Network**, a primary care provider to the Country SA PHN, and other government and non-government funding bodies. Our current programs have been funded in response to identified needs in the community and services include:

## Youth Mental Health:

We are the lead agency for headspace Murray Bridge which provides holistic early intervention services through a range of primary health care providers and consortium partners.

## Mental Health Team

Mental Health Clinicians provide from our Adelaide Road offices and through General Practices in outlying communities including, but not limited to Karoonda, Tailem Bend and Meningie.

## Demography:

The Murray Mallee General Practice Network is based in the major population centre of the region - the Rural City of Murray Bridge. It includes an area of 23,000 square kilometres from the eastern Adelaide Hills through to the Victorian border.

The Sturt Highway and rail route from Adelaide to Melbourne pass through the region. The River Murray, Coorong and Murray Mallee areas are significant environmental features.

The general practitioner workforce in the region operates from practices in seven towns, with outreach Clinics to some smaller communities. In addition, there are regular placements of students, registrars, trainees and interns within our practices.

The MMGPN is fully accredited under SAI GLOBAL. Our accreditation status is oversighted and maintained by our internal Quality, Risk and Safety practices, which aims to build, maintain and support a culture of continuous quality improvement with a proactive approach to risk management and work health & safety.

Murray Mallee GP Network abides by the Ombudsman SA Information Sharing Guidelines (ISG) and ensures all our staff are appropriately trained in the ISG. For further information on the ISG, go to: <http://www.ombudsman.sa.gov.au/isg/>



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## Seeking employment with the Murray Mallee General Practice

### Network:

Job seekers considering employment with the Murray Mallee General Practice Network should understand that our recruitment process is similar to that of the public sector. This may be different in some respects to the process used in the private sector. This document will help you to understand our recruitment practices.

Broadly speaking, our recruitment is based on the merit principle. Each position has selection criteria, described in the job and person specification. The selection process involves assessing an applicant’s suitability for the position, based on a comparison of their relevant skills, experience and qualifications in terms of the position’s requirements. The person who is best able to demonstrate the match of their knowledge, skills and abilities with the requirements of the job, will win the job.

All applications are closely scrutinised to determine if the applicant meets the selection criteria. Failure to address the selection criteria will result in the applicant not being considered for an interview. It is essential that your application meets the specific requirements that are set out in detail in the information package provided by the Murray Mallee General Practice Network.

When advertising vacant positions, we provide information packages that set out the selection process, the type and format of information required from applicants and a copy of the current position description, along with contact details of officers within our organisation who can provide additional information.

If you are interested in applying for a position with the Murray Mallee General Practice Network, you may find the following information useful:

- 1) Do not apply for a position by just submitting a resume – in most instances it is only used to provide background information and alone will not get you an interview.
- 2) A resume may be attached to an application, but it should complement the information provided in the application and focus on the broader skills and competencies
- 3) Address the advertised selection criteria. Each criterion should be carefully examined to fully understand the requirements of the role. Some criteria may contain multiple requirements, look for action verbs and conjunctions. Failure to respond to even one part of criteria could result in the application not moving to the interview stage.
- 4) The selection criteria can be addressed in “dot point” form or in paragraphs; there is no specific requirement, unless otherwise stated. However, as indicated previously, the quality of the document may provide an advantage, provided the content relates to the position requirements.
- 5) Follow the application instructions provided, complete any forms and provide accurate, verifiable information. If you provide false information in your application and this is discovered after you have been appointed, it can lead to dismissal.



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- 6) Try to find out as much information as possible about the agency. The Murray Mallee General Practice Network website [www.mmgn.org.au](http://www.mmgn.org.au) contains a lot of useful information.
- 7) Check and recheck your application document, do not rely on your computer’s “spell check”. Get a friend or family member to read the document.
- 8) If you are invited to an interview it is highly likely that you are one of several candidates considered suitable for the role. The interview may involve at least three panel members.
- 9) Candidates for interview are asked the same questions and your responses are compared with those provided by the other candidates.
- 10) Your preparation for the interview is the same as for any job interview, i.e. dress appropriately, pay attention to your grooming, arrive slightly early – do not arrive late, read any pre-interview material carefully, listen attentively, think before answering questions, speak clearly, be confident, always ask questions if invited to do so and thank the panel for the opportunity.
- 11) If you are unsuccessful, you should contact the interview panel convener to get some feedback on your interview performance. The information provided will help you to improve your approach to future employment opportunities. You can also request feedback at the application stage if you were not successful in being shortlisted for an interview.

Adapted from article by Greg Lewis, AACC Member, [www.workplace.gov.au](http://www.workplace.gov.au)





## JOB AND PERSON SPECIFICATION

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<b>Title of Position:</b>	<b>headspace</b> Youth Mental Health Support Worker (Youth Triple C)
<b>Classification:</b>	HPSO-1
<b>Type of Position:</b>	Full Time
<b>Term Appointment:</b>	To June 30, 2018
<b>Salary:</b>	According to qualifications & experience

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Approved by Chief Executive Officer January 2018

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## JOB SPECIFICATION

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### 1. Summary of the broad purpose of the position

The **headspace** Youth Mental Health Support Worker delivers a range of activities within the **headspace** Youth Triple C program (Complex Care). The position focus is to provide Mental Health Care and support to young people, aged 12 – 25, alongside of, and under the direction of the Youth Mental Health Clinician.

The two key goals of the Youth Triple C program are to:

- Improve access to mental health care for young people who are experiencing complex mental health and/or psychosocial challenges, to maximise recovery and prevent escalation of their service needs; and
- Provide care coordination and direct therapeutic services to young people with complex needs and the families/carers involved in their care.

### 2. Reporting/working relationships

The Murray Mallee General Practice Network is the lead agency for **headspace** Murray Bridge, including headspace outreach services in adjacent regions. The Youth Mental Health Support Worker is employed by the Murray Mallee General Practice Network. The Youth Mental Health Support Worker will operate from an outreach site across the Fleurieu region and report to the headspace Youth Mental Health Clinician at the Outreach site. Direct line responsibility will be to the Clinical Lead.

### 3. Specific conditions

- The position will be based at various outreach locations in the Fleurieu.
- Participation in regular performance management reviews is required.
- Flexible working hours (some out of business hours and weekends) may be required, for which time off in lieu (TOIL) may be taken.
- Intrastate travel, particularly throughout the headspace region will be required.
- Current driver's license essential.
- If use of own vehicle is required for work purposes reimbursement will be made as per the rates determined by relevant Modern Award



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- A Department of Communities and Social Inclusion screening check for child and vulnerable person related employment is required, as well as a National Police Clearance. All must be updated every 3 years, or upon our request.
- Tertiary qualifications in a Health field

**4. Statement of key responsibilities and duties:**

*Note: The Youth Worker will work closely with the headspace mental health clinician to provide:*

1. Youth Engagement
  - Implement a range of activities to engage young people in the management of their own mental health, drug and alcohol problems, as well as psycho-social support requirements
2. Case co-ordination role
  - Provide necessary support to young people around psychosocial and support needs through advocacy, referral and support with accessing needed services i.e.) Centrelink, housing, Alcohol & Other Drug services.
3. Supportive Counselling and psychoeducation as appropriate, under the direction of the mental health clinician.
4. Skills Training
  - Provide training and skills that will assist young people to better manage or cope with the impacts of mental health or drug and alcohol problems or that may assist young people at risk to better manage e.g. life skills, anger management, mindfulness etc. This may be individually or through facilitating group programs and in line with treatment plans developed by The Mental Health Clinician.
5. Service Networking
  - Build relationships with a range of external providers in different sectors (e.g. health, housing, welfare, youth justice) in order to support the delivery of appropriate care as needed
6. Family Support
  - Offer appropriate support or referral for family members and carers as required to support their needs in providing ongoing care.
7. Contribution to the services provided by the Headspace Murray Bridge platform.
  - Provision of appropriate written and verbal reports when assessing and/or evaluating a young person's progress and maintaining accurate records in the form of clear case notes and reports.
  - Use of relevant data collection tools as required.
  - Provision of relevant project reports as directed by the headspace Manager.
  - Attending relevant staff training resulting in individual development, enabling an effective service to young people.
  - Actively participating in supervision support sessions, team and staff meetings, and planning days with headspace staff and external agencies.
  - Contribute to the evaluation and assessment of team programs and processes.



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8. Other responsibilities:

- Occupational Health and Safety  
Ensuring a safe working environment at all times by maintaining effective work practices, adopting procedures and practices that comply with the Occupational Health and Safety Act, and taking reasonable care to protect your own health and safety and the health and safety of others
- Equal Opportunities Legislation  
Promoting and implementing policies and procedures and the prevention of harassment, bullying and intimidation.
- Professional Codes of Conduct and Ethics  
Complying and practicing within relevant Federal and State Legislation and the profession’s code of practices/ethics

9. Other duties as directed.





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**PERSON SPECIFICATION**

**ESSENTIAL MINIMUM REQUIREMENTS**

**Personal Skills/Knowledge/Experience**

Educational/Vocational Qualifications

- Tertiary qualification in an allied health/health field preferred
- Qualifications in youth work alongside experience in delivery of case management support to young people with mental health issues will be considered.

Personal Abilities/Aptitudes/Skills

- Ability to relate to young people and their families and to work with them to achieve change and quality outcomes.
- Ability to work within a multidisciplinary team.
- Ability to contribute to considered discussion with young people, and with the team, about client needs and appropriate ways to meet those needs.
- Ability to work in conjunction with, and be sensitive to, the needs of different cultural groups.
- Ability to communicate effectively verbally and in writing with other employees, clients and their families, members of the community, and both government and non-government agencies.
- Ability to perform multiple tasks and meet deadlines
- Competent computer skills.
- Hold a current driver’s license

Experience

- Experience in the community services sector
- Specific experience in the mental health field (State or NGO services) strongly desired.

Knowledge and understanding of:

- adolescent development and family relationships.
- mental health and drug and substance issues
- the education and training sector
- computer skills in the Windows environment
- Occupational Health, Safety and Welfare Act, policies and Practices
- Equal Opportunities Legislation, policies and practices



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**SIGNED:**

**SIGNED:**

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**Chief Executive Officer**

**Employee**

**PRINT NAME:**

**PRINT NAME:**

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**Date:**

**Date:**

*The duties and responsibilities for this position should not be considered as limited to the above activities. Duties may be added, deleted or modified, in consultation with the incumbent, as necessary. Job Descriptions and staff performance will be reviewed regularly.*

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