



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

www.mmgpn.org.au - (08) 8531 1303



“Building healthy and resilient people and communities”

Vacancy Information:

Position: Community Engagement Worker

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: Part time 0.8 FTE

Closing Date: Friday 10th December 2021

If you have a passion for making a difference in the lives of young people, 12 – 25 years then we want to hear from you. We have a rewarding professional part time role available, based at our Murray Bridge Office 3 days a week and 1 day at Victor Harbor office. Travel will be required to our Satellite site of Victor Harbor and some evening and weekend work is to be expected.

headspace Murray Bridge is seeking a Community Engagement Worker to join our team in Murray Bridge. The key purpose of this role is to promote headspace services in the community, to coordinate community awareness raising activities in the region, and seek to reduce stigma around mental health issues for young people. This position will also foster youth engagement with headspace and seek community feedback around service needs and gaps through the facilitation of a youth reference group and provision of psychosocial group programs.

We are looking for an applicant with a tertiary qualification in a relevant discipline, and/or extensive experience in community development, health promotion, public health, social sciences or education. Public speaking skills and a youth friendly approach is essential.

Remuneration will be negotiated dependant on skills, experience and qualifications. Our organisation offers generous salary packaging options, 5 weeks Annual Leave & TOIL, in addition to a flexible and supportive working environment.

Job description and advice on how to apply can be obtained on our website

<https://headspace.org.au/murraybridge>

All enquiries to Suzanne by phone (08) 8531 2122 or email suzannef@mmgpn.org.au

A copy of your resume, and application addressing the job and person specifications, should be forwarded with the names of two current referees, by close of business on **10th December 2021** to the Manager, Suzanne Fuzzard via email suzannef@mmgpn.org.au

Vaccination against COVID-19 is a requirement to work at MMGPN in accordance with Public Health Orders, Work Health and Safety and duty of care obligations for staff and clients. Therefore, as part of the recruitment/interview process, MMGPN collects information related to your vaccination status to ensure we comply with all government orders and directives.

Please be aware that only shortlisted candidates will be contacted. We are an equal opportunity employer and value each person’s uniqueness. We embrace diversity and welcome applications from people of all backgrounds and communities including Aboriginal and Torres Strait Islander people, people of all ages, genders, ethnicities, religions, cultures, sexual orientations, people with lived experience and people with disabilities



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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.***

How to apply:

Applicants are requested to send a copy of your resume, and application addressing the job and person specifications and forwarded with the names of two current referees, by close of business on Friday **19th November 2021** to the Centre Manager, Ingrid Puisse via email ingridp@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, headspace Mt Barker and headspace Victor Harbor 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, Mannum, Taillem 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 Princes 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.

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The MMGPN is fully accredited under TQCSI. Our accreditation status is oversights 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/>

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.



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- 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.
- 6) Try to find out as much information as possible about the agency. The Murray Mallee General Practice Network website 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



JOB AND PERSON SPECIFICATION

Title of Position:	Community Engagement Worker
Classification:	MMGPN EBA 2017 – MMGPN 3 / HPSO 1 (Dependent on qualifications and experience – salary sacrifice arrangements are available)
Status of employment:	Contract position (Renewal dependent upon ongoing funding and performance)

Approved by Chief Executive Officer: August 2021

ABOUT HEADSPACE

headspace is the National Youth Mental Health Foundation providing early intervention mental health services to 12 to 25-year-olds. **headspace** has 108 centres across Australia in metropolitan, regional and remote areas and online and phone support services through eheadspace.

headspace can help young people with mental health, physical health (including sexual health), alcohol and other drug services, and work and study support. Centre details, as well as factsheets and resources for young people and their families and friends, can be located on the **headspace** website: headspace.org.au

The mission of **headspace** Murray Bridge & Mount Barker is to reduce the burden of disease in young people aged 12-25 years caused by mental health and related substance abuse disorders through early identification and effective, evidence-based intervention delivered by primary care and specialist providers working together within a unified, accessible and integrated service framework. In addition, **headspace** provides services to youth with moderate to severe mental health through youth complex care funding.

headspace Murray Bridge & Mount Barker are funded through the Country SA Primary Health Network.



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What is the role of a lead agency?

The **headspace** Murray Bridge & Mount Barker program is under the auspices of the Murray Mallee General Practice Network as the Lead Agency. It is supported by a range of consortium partners who share the **headspace** vision.

A lead agency leads each local **headspace** Centre on behalf of a regional partnership of organisations responsible for delivering mental health, drug & alcohol, primary care services and community-based providers of vocational assistance and training.

Lead Agencies are locally based and run services that share a **headspace** Centre’s vision and ensure this is appropriately meeting the local community’s needs.

JOB SPECIFICATION

POSITION SUMMARY

The Community Engagement position is part of the headspace Murray Bridge team and its Satellite at Victor Harbor. Their key purpose is to promote headspace services in the community and reduce the stigma around mental health issues for young people. This position will also foster youth engagement with headspace and seek community feedback around service needs and gaps by facilitating a youth reference group and providing psychosocial group programs.

The Murray Mallee General Practice Network is the lead agency for headspace Murray Bridge & Victor Harbor Satellite. The Murray Mallee General Practice Network employs the Community Engagement Officer

REPORTING/WORKING RELATIONSHIPS

The Community Engagement worker will operate within the headspace of Murray Bridge service and Victor Harbor and will report to the Centre Manager for headspace Murray Bridge.

The Community Engagement Officer will work closely & collaboratively with Community Engagement team members at other sites.

SPECIFIC CONDITIONS

- Participation in regular performance management reviews is required.
- Flexible working hours (some out of business hours and weekends) are required regularly, for which time in lieu may be taken.
- Intrastate travel, particularly throughout the headspace region, may be required.
- Current driver’s license required.
- A vehicle is available for work purposes. If the use of own vehicle is required for work purposes, reimbursement will be made as per the rates determined by the relevant Modern Award.



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STATEMENT OF KEY RESPONSIBILITIES AND DUTIES:

To coordinate community awareness-raising activities in the region that:



- Promotes early help-seeking to improve early access to health and other services for 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
- Ensures 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 when needed.
- Increases community awareness of mental illness among young people, facilitate consumer participation, organise and deliver health promotion activities and special events to engage identified target populations in conjunction with clinical staff as needed.
- Assists in producing documents and promotional material of a professional standard suitable for external communication to various target audiences, delivering key messages, and complying with branding guidelines.
- Work with the **headspace** clinicians to ensure that health promotion messages and activities relating to youth mental wellbeing are consistent with evidence-based practice.
- In partnership with the **headspace** clinicians, develop an annual community engagement calendar and communicate this to the team.
- Lead the organisation of special **headspace** events such as **headspace** community events, promotional days/weeks (i.e. Youth Week, Mental Health Month)

Other roles include:

- Facilitate and support the youth reference group and manage the Murray Bridge/Mount Barker headspace Facebook page.
- Identify and develop opportunities for other participatory mechanisms that encourage engagement and involvement from young people, their friends, family and carers.
- Build relationships with external service providers and report on opportunities for mutually beneficial partnerships that progress **headspace** toward its objectives.
- Represent **headspace** & MMGPN to various agencies and professional networks, the local community and young people.
- Coordinate and support psychosocial group programs.
- Support students in actively participating in psychosocial and community engagement activities as appropriate to their placement and under the supervising clinician’s direction.

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 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 practising within relevant Federal and State Legislation and the profession’s code of practices/ethics



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CHILD PROTECTION

Following the South Australian Children’s Protection Act 1993, the successful applicant will be required to attain and hold a current National Police Certificate prior to employment.

Murray Mallee General Practice Network requires all staff to undertake the following Department Community & Social Inclusion (DCSI) screening checks:

- Child-Related Employment Screening
- Vulnerable Person Related Employment Screening

The incumbent is required to either currently hold or be trained in (within the first three months of employment) Child safe environment

- Support the aims and objectives of MMGPN through understanding and implementation of the MMGPN Strategic Plan

COMPLIANCE

- Be aware of and adhere to MMGPN’s policies and procedures
- Display a commitment and passion for MMGPN Values

WORK HEALTH & SAFETY

- The employee has a responsibility to protect their health and safety at work and co-workers & clients.
- The employee has a responsibility to abide by the organisations WH&S policies and direction as set out in MMGPN’s Operation Manual.
- The employee shall avoid adversely affecting the health or safety of any other person through any act or omission at work

and in particular, so far as is reasonable, shall:

- use any equipment provided for health or safety purposes
- obey any reasonable instruction that the employer may give concerning health or safety at work
- comply with work health and safety policy in the workplace
- ensure they are not, by consumption of alcohol or drug, in such state as to endanger their safety at work or the safety of any other person at work.

OTHER RESPONSIBILITIES:

- Equal Opportunities Legislation
Promoting and implementing policies, procedures, and the prevention of harassment, bullying and intimidation.



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- Professional Codes of Conduct and Ethics
Complying and practising within relevant Federal and State Legislation and the profession’s code of practices/ethics

OTHER DUTIES AS DIRECTED.

PERSON SPECIFICATION

Personal Skills/ Knowledge / Experience

Selection Criteria:

The essential experience, knowledge, skills, competencies and qualifications a person requires to fulfil the responsibilities of the position successfully are:

1. A tertiary qualification in a relevant discipline and/or extensive experience in community development, health promotion, public health, social sciences or education.
2. A demonstrable passion for and commitment to making a difference in the lives of young people.
3. Demonstrated understanding of young people’s health and wellbeing needs with mental health and/or substance use problems.
4. Demonstrated ability to engage and communicate to groups of people (including public speaking), tailoring communication to suit a specific target group or age range.
5. Demonstrated ability to coordinate, implement and report on programs with some level of autonomy.
6. Demonstrated ability to use creativity and innovation in a community/project setting.
7. Sound knowledge of health promotion and social marketing theories.
8. Demonstrated highly developed oral and written communication skills, including networking.
9. You have demonstrated ability to manage and prioritise a range of tasks and projects simultaneously.
10. Well developed computer skills.

DESIRABLE REQUIREMENTS

(To distinguish between applicants who have met all the essential requirements)

1. You have demonstrated understanding of the needs of LGBTIQ+ young people, including barriers to engagement, participation and help-seeking.
2. You have demonstrated understanding of the needs of Aboriginal and Torres Strait Islander young people, including barriers to engagement, participation and help-seeking.

The incumbent is obligated to refer to their job and person specification along with MMGPN’s Manuals and Registers and other relevant Roles and Responsibilities statement as required.

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.